



## **Faculty Development Grant Awardee Guidelines**

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## 1. General Overview

Congratulations on your Faculty Development Grant (FDG) award for the fall cycle or spring cycle! This document explains the procedures for expensing against your award. This section outlines information essential for all FDG recipients.

A note on terminology. The FDG competition runs one semester before the awards. For example, the FDG competition for funds awarded in spring 2026 ran in fall 2025. In this document, “fall awards” and “spring awards” refer to the semester funds will be expended, not the semester of the competition. By this terminology, the competition for 2026 spring awards refers to a competition that occurred in the fall of 2025.

**Reminder: all FDG recipients are expected to present a poster during the poster session that takes place at the faculty recognition ceremony in late spring.**

### 1.1. Key Contacts

Last Updated: 1/14/2026

The primary contact for expensing against your FDG will always be the current Research and Grants Manager: they are your point person for navigating the logistical processes outlined below. For more serious inquiries, like requesting modifications to your grant, you should reach out to the current Faculty Development Committee (FDC) chair(s). Because FDGs are made by the Office of the Provost, the Associate Provost for Faculty Affairs, Research, and Academic Initiatives has final say on all FDG matters.

Currently, these positions are filled as below:

**FDC Co-Chair:** Zhixiong Chen

**FDC Co-Chair:** Victoria Núñez

**Research and Grants Manager:** Samuel Schechter

**Associate Provost:** Saul Fisher

### 1.2. Types of Expenses

As per the budget section of the FDG application, expenses typically fall under one of the following categories of funding:

- (1) FDG recipient stipends
- (2) Internal support stipends (other Mercy faculty/staff)
- (3) Student research assistants
- (4) External consultants
- (5) Travel
- (6) General materials
- (7) Technology (Hardware and Software)

This document will outline procedures for each method of expense in section 2.

### **1.3. Spending Deadlines**

Regardless of expense method, FDG funds must be spent by the following dates:

**Fall Award:** December 31<sup>st</sup>

**Spring Award:** June 30<sup>th</sup>

This is especially true in Spring, as Mercy's fiscal year ends on 06/30.

### **1.4. Requisition and Reimbursement Deadlines**

*While the above dates represent the strict deadlines for spending funds, this does not mean that FDG recipients can submit an expense for processing on 12/31.*

**All requisitions must be submitted for processing by the following dates:**

*Fall Award:* December 15<sup>th</sup>

*Spring Award:* June 15<sup>th</sup>

**All reimbursements must be submitted for processing by the following dates:**

*Fall Award:* December 15<sup>th</sup>

*Spring Award:* June 30<sup>th</sup>

In the event that the deadline falls on a weekend, the deadline is instead the preceding Friday. If you cannot meet this deadline, then, if your request falls after the fiscal year of the award, you will not be reimbursed or your purchased will not be processed.

### **1.5. Post-Award Budget Modifications**

In the post-award phase, awardees may wish to make to the amount of monies distributed in specific categories. For example, a faculty member may request funds previously allocated for travel to be spent on materials.

Due to the construction of the FDG budget, awardees **may not request that funds previously allocated for Mercy employees be spent on external personnel, travel, materials, or technology. The same holds vice-versa.** For example, faculty cannot request to reallocate their stipend or funds requested for student researchers to be spent on travel or materials. Funds cannot be reallocated across this line.

All modification requests must be sent to the Faculty Development Committee co-chairs, with appropriate justification, for their approval. Awardees are responsible for informing the co-chairs by email in advance about requested changes to the original award. **Post-hoc requests will not be honored.**

## **1.6 Internal Review Board (IRB) Approval**

In certain cases, the FDC will award FDG funding to projects whose Internal Review Board (IRB) approval is still pending. In this case, recipients will not receive any funds, nor be able to spend any funds, until they send their official IRB approval memo to the Research and Grants Manager.

## **2. Ways to Expense Against the Grant**

### **2.1. Stipends For Grant Recipients**

Recipient stipends are paid out through payroll per pay period across the period of the grant. Note: because stipends are paid through payroll, they are subject to taxes in the standard way.

Recipients do not have to do anything to activate their stipend—the relevant processes will be handled entirely by the Research and Grants Manager. While recipients used to have to fill out a time and effort form, this is no longer the case.

Typically, recipients can expect stipends to activate starting on the second pay period in the award period. Confirmation of their stipend should appear on their paystub. The amount awarded per paystub is calculated by dividing the total faculty stipend by the total pay periods between activation and the end of the award period. Typically, this will be 10 or 11 pay periods.

### **2.2. Stipends for Mercy Personnel, Internal Consultants**

In cases where an FDG recipient is using award funds to pay a Mercy colleague for research support, funds will be paid out to the colleague through payroll as above with two key differences.

First, to pay a Mercy colleague with FDG funds, the FDG recipient must have the Mercy colleague draw up an invoice *after* services have been rendered (but before the deadlines set out in 1.4). This invoice should then be sent to the Research and Grants Manager who will handle the backend processes required to have a stipend added to the colleague's payroll.

Second, stipends for colleagues are paid out as a lump sum in a single pay period. They are not paid out across the entire award period like stipends for FDG recipients.

### 2.3. Hiring Student Workers

Student workers being funded by FDGs, whether performing research or administration, are treated by Mercy as official employees.

To hire a student worker on an FDG for your project, first identify the student(s) you want to hire. Note: students currently working as part of a government work-study program are **NOT** eligible. Neither are students already working two jobs at Mercy.

The next step depends on whether the student has had a job at Mercy before.

- If they have, then the Research and Grants Manager will send you an offer template. You and the student should fill out the sheet and return it to the Research and Grants Manager, who will then submit an EPAF to open the student's job record.
- If they have not, then the student will need to officially apply to the open student research position posted through Page Up (the Research and Grants Manager will give you the link), receive an official offer letter (as above), and then go through Mercy's onboarding process.

In both cases, the student will need to fill out a time sheet in order to get paid.

### 2.4. External Personnel

To have Mercy pay external personnel, FDG recipients will need to work with their personnel to fill out the following three documents.

- A [\*Request for Independent Services and Payment Authorization\*](#) form.
  - You fill out the top portion; your external personnel fills out the middle portion.
  - Keep the Accounting distribution section blank. The Research and Grants Manager will fill this in for you.
  - You should sign as the "Requestor".
- An invoice
  - Ask your external personnel to create this. You can find a sample template [here](#).
- A [W-9 form](#)
  - This will be filled out by your external personnel.

You can find links to these forms in Appendix A. Once complete, the documents should be sent to the Research and Grants Manager, who will forward them to Accounts Payable. **Note: this should only happen *after* services have been rendered.**

### 2.5. Travel

Travel expenses are the primary kind of FDG expense paid via reimbursement. This takes place via Chrome River (Emburse Enterprise) in the normal way. **Note:** you DO NOT need to complete the travel pre-approval form—your faculty award letter takes the place of this form.

When submitting your reimbursement to Chrome River, you will be asked to choose a budget org as the source of funding. You should choose 255010.

For guidance on submitting travel expenses to Chrome River, please reach out to finance. The Research and Grants Manager can also provide you with their user guide. As with normal reimbursement, **itemized receipts must be included. Be sure to attach your award letter as supporting documentation.** Please reach out to the Research and Grants Manager or Accounts Payable if you have any questions about this process.

## 2.6. Materials

Nearly all funding allocated for materials (e.g., lab supplies, books, etc.) should be expended through the Mercy University Purchase Order process. FDG recipients participate in two steps of this process.

First, to begin the process, it is the responsibility of FDG recipients to send the Research and Grants manager a quote outlining what you want to purchase and for how much.

- In cases where the company you are purchasing from has a straightforward e-checkout option, like Amazon, you simply submit a screenshot of your *unchecked out* cart.
- In cases where you are working with a company that doesn't have a straightforward e-checkout option, you can usually get a quote by emailing their sales team.

Second, to end the process, **the FDG recipient must let the Research and Grants Manager know when they have received their purchase.** Typically, once their purchase arrives to the Mercy mail room in the Tarrytown offices, it will be delivered via internal mail directly to the recipient's office.

It is imperative that, in the case of perishable or potentially hazardous materials, like chemical reagents, the FDG recipient works closely with the Research and Grants Manager to ensure the proper and timely transportation and storage of materials.

## 2.7. Materials (Gift Cards)

The process of using FDG funds to purchase gift cards is different from the general materials requisition process.

The primary form of gift cards on offer is electronic Amazon gift cards. To purchase these gift cards with FDG funds, tell the Research and Grants Manager the number of gift cards you want

and their value. The Research and Grants Manager will then work with purchasing to purchase the gift cards by submitting a gift card request form.

Once the gift cards have been purchased, the FDG recipient will receive a .csv file with a list of serial numbers and claim codes. To distribute the gift cards, provide your participant with one of the claim codes. They will then enter the code on Amazon's website to receive the funds.

**FDG recipients who purchase gift cards must fill out a Gift Card Disbursement form every month.** The Research and Grants Manager will send recipients empty logs as needed and reach out at the start of each month for last month's log. Should the FDG recipient expect to give out no more gift cards, they must let the Research and Grants Manager know.

A note for FDG recipients using gift cards to compensate participants in Human Subjects Research: for the sake of confidentiality and anonymity, **PIs should *not* record student names in the gift card disbursement log.** Rather, they can record names as "Research Participant 1", Research Participant 2", etc.

## 2.8. Technology

The process of purchasing hardware and software is primarily handled by IT. To initiate the process, IT asks that you contact the IT helpdesk at 914-674-7526 or [helpdesk@mercy.edu](mailto:helpdesk@mercy.edu). You can also reach out to Loann Jee ([ljee@mercy.edu](mailto:ljee@mercy.edu)) in IT directly for assistance.

In your initial contact, you will need to include the Grant Name, Grant Fund, and Grant Budget Code. You can reach out to the Research and Grants Manager for this information, but in general this will be:

- **Grant Name:** Faculty Development Grant
- **Fund:** 100000
- **Org:** 255010

You will then work with IT and the vendor to determine the exact specifications of your request. Once these are determined, you should loop in the Research and Grants Manager as IT will need their approval to proceed with the purchase. IT will then coordinate with Purchasing and the Research and Grants Manager to submit a requisition on your behalf.

Once the items are received, you will need to coordinate with IT to configure, install, test, and deliver your purchase as needed.

**To close out the process, notify the Research and Grants Manager once you've received the items and forward the invoice to them for processing.**