



Faculty Development Grant Awardee Guidelines

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1. General Overview

Congratulations on receiving a Faculty Development Grant (FDG) for the fall or spring award period. These guidelines explain the procedures for using your award.

Throughout this document, “fall award” and “spring award” refer to the semester in which the funds are available, not the semester in which the competition occurred.

All FDG recipients are also expected to present a poster during the poster session held as part of the Faculty Recognition Ceremony in late spring. For spring recipients, this can be delayed to the following academic year if necessary.

1.1. Key Contacts

Last updated: July 7, 2026

The Research and Grants Manager (RGM) is the primary contact for questions about using FDG funds and completing the administrative processes described in these guidelines.

Requests involving changes to an award, policy exceptions, or other substantive matters should be directed to the Faculty Development Committee co-chairs and cc the RGM. Because FDGs are awarded by the Office of the Provost, the Associate Provost for Faculty Affairs, Research, and Academic Initiatives has final authority over FDG matters.

Current contacts are:

- **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)

Section 2 describes the procedures for each expense category.

1.3. Final Spending Deadlines

FDG funds can only be spent on expenses that will be incurred prior to the following dates:

- **Fall Award:** December 31
- **Spring Award:** June 30

For purposes of these deadlines, an expense is considered incurred when the goods are received, the services are completed, or the reimbursable activity takes place.

Submitting a requisition or placing an order before the deadline is not sufficient if the expense occurs afterward. For example, an item ordered on June 1 but scheduled for delivery on July 15 would not be an allowable expense because it would not be received by June 30. *It is your responsibility to ensure that there is sufficient turnaround time for the expense to be processed and service/item delivered.*

This is particularly important for spring awards because Mercy University's fiscal year ends on June 30. All goods must be delivered and all services must be completed no later than that date.

Recipients should plan purchases accordingly and submit all requisitions and reimbursement requests by the processing deadlines listed in Section 1.4 below.

1.4. ***Requisition and Reimbursement Submission Deadlines***

Please abide by deadlines below to allow sufficient time for review, processing, purchasing, and payment so that expenses can be incurred and paid by the above deadlines.

Recipients are responsible for submitting complete and accurate materials (quotes, invoices, reimbursements, etc.) by the applicable deadline. Late or incomplete requests may not be processed. Requests submitted after the close of the fiscal year in which the award was issued will not be reimbursed or completed.

Submission of Invoice/Quote for Services Provided by Mercy Personnel

- **Fall awards:** December 10
- **Spring awards:** June 10

Submission of Information for Student Hiring Process

- **Fall awards:** November 1
- **Spring awards:** May 1

Submission of Forms for Payment of External Personnel

- **Fall awards:** December 10*

- **Spring awards:** June 10*

Submission of Reimbursements

- **Fall awards:** December 30
- **Spring awards:** June 30

Submission of Quote for Purchasing Materials

- **Fall awards:** December 1
- **Spring awards:** June 1

Submission of Request to Purchase Gift Cards

- **Fall awards:** December 1
- **Spring awards:** June 1

Contact with IT to Purchase Technology and Software

- **Fall awards:** November 1
- **Spring awards:** May 1

If a submission deadline falls on a weekend or University holiday, the deadline will be the preceding business day.

1.5. Post-Award Budget Modifications

After an award has been issued, a recipient may request a change to the amounts allocated among approved budget categories. For example, a recipient may request to use funds originally allocated for travel to purchase materials instead.

For FDG budget purposes, funds are divided into two broad categories:

- Compensation paid to Mercy employees, including FDG recipient stipends, stipends for other Mercy personnel, and student-worker wages; and
- Other project expenses, including external personnel, travel, materials, gift cards, and technology.

Funds may not be reallocated between these two categories. For example, funds allocated for a recipient stipend or student worker may not be transferred to travel, materials, technology, or external personnel. Similarly, funds allocated for travel or materials may not be transferred to compensation for a Mercy employee.

All budget-modification requests must be submitted by email to the FDC co-chairs and must include an appropriate justification. Approval must be received before the recipient incurs the revised expense. **Retroactive requests will not be approved.**

1.6. Institutional 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. Expensing Against the Grant

2.1. Stipends for Grant Recipients

Stipends for FDG recipients are paid through payroll over the course of the award period. *Because stipends are paid through payroll, they are subject to applicable payroll taxes and withholding.*

Recipients do not need to take any action to activate their stipends. The Research and Grants Manager will complete the necessary administrative processes. Recipients are no longer required to complete a time-and-effort form for an FDG stipend.

Stipend payments typically begin during the second pay period of the award period and should appear on the recipient's pay statement.

The amount paid during each pay period is calculated by dividing the total stipend by the number of remaining pay periods in the award period. This will typically result in payments across 10 or 11 pay periods.

2.2. Stipends for other Mercy Personnel

When an FDG recipient uses award funds to compensate another Mercy employee for project support, the payment will be processed through payroll. Before the work begins, the recipient should confirm the arrangement with the RGM.

After the services have been completed, the Mercy employee must prepare an invoice describing the work performed, the dates of service, and the amount due. The recipient must send the invoice to the RGM, who will complete the administrative processes required to add the payment to the employee's payroll. **Invoices must be submitted to the RGM by December 10 and June 10, as applicable.**

Unlike recipient stipends, payments to other Mercy personnel are generally issued as a lump sum during a single pay period.

If the work is expected to continue beyond the invoice-submission deadline, contact the Research and Grants Manager in advance of the above deadlines at research@mercy.edu. All services must be completed by December 31 for fall awards or June 30 for spring awards.

2.3. Hiring Student Workers

Students supported with FDG funds are treated as Mercy University employees, regardless of whether they perform research, administrative, or other project-related work. Students currently employed through a government work-study program are not eligible to be paid through an FDG. Students who already hold two jobs at Mercy are also ineligible.

This process can often take several weeks to complete. The deadlines to start the process are May 1 and November 1. At minimum, the process must be completed in time for the student to be cleared to work for the pay periods starting **June 1** and **December 1**.

Recipients should begin by identifying the student or students they wish to hire, choosing an anticipated start date, and informing the RGM of this information. The remaining steps will depend on whether the student has previously worked for Mercy.

Students Who Have Previously Worked for Mercy: The RGM will provide an offer template for the student to complete and return. They will then submit the required Electronic Personnel Action Form to establish the position.

Students Who Have Not Previously Worked for Mercy: The Research and Grants Manager will work with HR to create an official job posting through PageUp. The student must then:

1. Apply to the student research position using the PageUp link provided by the Research and Grants Manager;
2. Receive, sign, and upload an official offer letter; and
3. Complete Mercy's employee-onboarding process.

The RGM will provide the applicable job-posting link and offer materials and will help coordinate the hiring process.

In both cases, the student will need to fill out a timesheet in order to get paid. For questions about payroll, including how to approve a student's timesheet, please contact payrollddept@mercy.edu.

2.4. External Personnel

To have Mercy pay external contractors, FDG recipients will need to work with their contractor to prepare the following four documents.

- A [*Request for Independent Services and Payment Authorization*](#) form.
 - The FDG recipient should complete the top portion, and the external contractor should complete the middle portion.
 - Keep the Accounting distribution section blank. The Research and Grants Manager will fill this in for you.
 - The FDG recipient should sign as the “Requestor.”
- An invoice
 - The external contractor should prepare the invoice. You can find a sample template [here](#).
- A [W-9 form](#)
 - The external contractor should complete this form.
- An ACH Authorization Form
 - The external contractor should complete this form. You can request this form from the RGM.

Once the required documents are complete, they should be sent to the Research and Grants Manager, who will forward them to Accounts Payable.

Required setup forms must be submitted by the applicable deadline:

- **Fall awards:** December 10
- **Spring awards:** June 10

Invoices should be submitted only after services have been completed. If the external contractor will perform work after the setup-form deadline, submit all required forms except the invoice by the applicable deadline. The invoice should then be sent to the Research and Grants Manager as soon as possible after the services have been completed. All services must be completed by December 31 for fall awards or June 30 for spring awards. Delays in submitting the invoice may prevent payment.

2.5. Travel

Travel expenses are the primary kind of FDG expense paid via reimbursement. This takes place through the standard Chrome River (Emburse Enterprise) process. You do not need to complete the travel pre-approval form—your faculty award letter takes its place.

The deadline for submitting reimbursements is December 30 and June 30, as applicable.

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

For guidance on submitting travel expenses to Chrome River, please reach out to Accounts Payable. The RGM can also provide you with their user guide. As with other reimbursements, **itemized receipts must be included. Also, be sure to attach your award letter as supporting documentation.**

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 RGM a quote identifying the requested items and total cost. Formal quotes are always preferred if possible.

- 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.
- In cases where a quote is not attainable, but the company you are purchasing from has a straightforward e-checkout option, please submit a screenshot of your *unsubmitted shopping cart* along with links to the specific items requested. This is most commonly done for Amazon purchases.

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 at 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 RGM to ensure the proper and timely transportation and storage of materials.

Quotes for requisitions must be submitted by June 1 or December 1, as applicable. Awardees are responsible for submitting this information early enough to allow for processing and shipping. All items must be delivered by June 30 or December 31; items that will be received after the applicable deadline are not allowable expenses.

2.7. Gift Cards

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

To purchase these gift cards with FDG funds, please provide the RGM with the number of gift cards requested at each value. The RGM will then work with Purchasing to purchase the gift cards by submitting a gift card request form.

To purchase gift cards, you must let the Research and Grants Manager know by **December 1** or **June 1**, as applicable.

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 each recipient with one claim code. They can then enter the code on Amazon's website to redeem the gift card.

FDG recipients who purchase gift cards must maintain a Gift Card Disbursement Log. Gift cards should be recorded as they are distributed, and the updated log must be submitted to the Research and Grants Manager on the first day of each month. When the FDG recipient no longer expects to distribute additional gift cards, they must let the RGM 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. You can also reach out to Loann Jee (ljee@mercy.edu) in IT directly for assistance. Please copy the RGM in all communications. **This process must be initiated with IT by November 1 and May 1, as applicable.**

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, the Research and Grants Manager will provide IT approval to

proceed with the purchase. IT will then coordinate with Purchasing and the RGM to submit a requisition on your behalf.

Once the items are received, you will need to coordinate with IT to tag, configure, install, test, and deliver your purchase as needed. In general, technology purchased with Faculty Development funds will be treated, like Mercy laptops, as Mercy-owned and faculty-used. This means that, unless otherwise arranged in advance, they will return to IT after the conclusion of the project.

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.