**FREQUENTLY ASKED QUESTIONS**

### ETHICS APPROVAL

- **My project requires ethics approval? When is the committee reconvening next?**
  
  The Ethics Committee has a schedule of meetings for each semester. Please contact the Chair of the Ethics Committee and keep the RDI Fund Secretariat informed.

- **I already have ethics approval for a previous project linked to my RDI Fund project. Do I need to re-apply for ethics approval?**
  
  Re-submit your application together with a cover letter to the Ethics Committee for consideration at their next meeting (refer to schedule).

### GRADUATE STUDENT SCHOLARSHIPS

- **I would like to recruit a graduate student to do research during my project. Can they apply for a scholarship?**
  
  Yes, if that student’s dissertation work will be focused on the project area of study.

  If you have identified a student to work on your project, you should contact the Office of Graduate Student Research to enquire when next applications are being considered for post graduate scholarships.

  Contact Mrs. Deborah Charles – Symthe (deborah.charles-smythe@sta.uwi.edu) to inform her if you have a student who will be applying for a scholarship and she will provide further details on when next the committee is considering applications.

### FINANCIAL MATTERS

- **How do I hire a student assistant?**
  
  To hire a student assistant you will need to complete and submit a *Research Grant – Student Assistant Payment* form (available in the RDI Fund Project Toolkit) to the Bursary. When submitting this form, attach a cover letter including identifying information about your project, such as the project account number. The cover letter should also identify the project as an RDI Fund project.

  Persons hired using this form are not on the UWI payroll and are not considered employees of the UWI. They can be paid a maximum of $5000/ month.

  If a student assistant is hired to your project for a period exceeding 1 month, you will need to resubmit the *Research Grant – Student Assistant Payment* form every month to ensure timely payment.
FREQUENTLY ASKED QUESTIONS

- **How do I hire an external consultant?**
  
  To hire an external consultant you will need to complete and submit a [Contract for Consultancy Services](#) form (available in the RDI Fund Project Toolkit). Attach a cover letter identifying your project as an RDI Fund project and include all project information, i.e. project title, team leader and account number. Submit documents to the Bursary.

  Pay attention to the payment schedule outlined in the contract and ensure that all requisite forms are submitted in a timely manner to ensure payment.

- **How do I hire an external expert?**
  
  To hire an external expert you will need to complete and submit a [Contract for Consultancy Services](#) form (available in the RDI Fund Project Toolkit). Attach a cover letter identifying your project as an RDI Fund project and include all project information, i.e. project title, team leader and account number. Submit documents to the Bursary.

  Pay attention to the payment schedule outlined in the contract and ensure that all requisite forms are submitted in a timely manner to ensure payment.

- **How do I contract a company to provide services?**
  
  To contract a company to provide services, you will need to complete and submit a [Contract for Consultancy Services](#) form (available in the RDI Fund Project Toolkit). Attach a cover letter identifying your project as an RDI Fund project and include all project information, i.e. project title, team leader and account number. Submit documents to the Bursary.

  Pay attention to the payment schedule outlined in the contract and ensure that all requisite forms are submitted in a timely manner to ensure payment.

- **How do I hire external unskilled workers**
  
  To hire external unskilled workers you will need to complete and submit a modified version of the [Contract for Consultancy Services](#) form (available in the RDI Fund Project Toolkit). Attach a cover letter identifying your project as an RDI Fund project and include all project information, i.e. project title, team leader and account number. Submit documents to the Bursary.

  Pay attention to the payment schedule outlined in the contract and ensure that all requisite forms are submitted in a timely manner to ensure payment.

- **When will I get my project account number?**
  
  Project account numbers are usually issued by the Bursary within 1 – 2 weeks of receiving signed letters of approval. Include this number on all project related correspondence so that persons can readily identify your project.
FREQUENTLY ASKED QUESTIONS

- **Do I need to submit original receipts?**
  
  In order to receive reimbursements and in order for the Bursary to issue payments to suppliers and honor contracts, you are required to present original receipts.

- **Can I use my personal funds/credit card for project expenses and be reimbursed?**
  
  Yes, but it is important to check with the Bursary prior to doing so. Expenditure must be in keeping with the approved project budget. Please be sure to keep all original documents.

- **Who can authorize that payments be processed out of a project account?**
  
  No payments can be processed out of the grant unless the Project Team leader authorizes it.
  
  If the Project Team Leader would like to authorize another individual to request payments be processed, please send correspondence notifying the Bursary of this request.

- **How can I keep track of project expenditure?**
  
  You can request a statement of expenditure from the Bursary at any time.

- **How do I request a budget line item change?**
  
  To request a budget line item change, you should send a detailed request to the RDI Fund Secretariat (rdifund@sta.uwi.edu) which would be forwarded to the RDI Fund Technical Evaluation Committee for consideration. Requests will only be considered by the RDI Fund if there is strong justification.

- **How much money is initially deposited in the project account?**
  
  10% of each project’s total budget is deposited in the project account upon receipt of the letters of approval.

- **When can I start spending money from my account?**
  
  Projects can start issuing payments from these accounts immediately after receiving your project account number.
  
  Projects awaiting ethics approval cannot draw down their project account until a copy of the approval letter from the Ethics Committee has been forwarded to the RDI Fund Secretariat and the Bursary.

- **Can departmental store clerks do purchases for my project?**
  
  Departmental store clerks do not have access to your RDI Fund project accounts.

  A suggested path would be for the store clerks to make purchases for your project though the Department and then the Bursary can reimburse the Department by transferring funds from the RDI Fund project account back to the Department.
Can we use the UWI credit card facility for purchases?

Yes. To do this, you will need to set up an appointment with Mr. Andre Taitt in the Bursary.

The UWI credit card limit is US$15,000.

How should we pay foreign suppliers?

The preferred way to pay foreign suppliers is via wire transfer.

What should I do if I need more than the mobilization funding amount to start my project?

If your project requires more than 10% to start, e.g. to purchase equipment, send a request in writing to the RDI Fund Secretariat to be forwarded to the Technical Evaluation Committee for consideration.

Who does equipment I purchase belong to?

All equipment purchased for your project has to go through asset management registration and becomes the property of the UWI.

Are there any other expenditure issues I should be aware of?

Always ensure that your expenditure is in keeping with the detailed budget you submitted to the RDI Fund Secretariat.

Remember that according to RDI Fund stipulations, some budget line items have a ceiling.

The Bursary can prepare TTD cheques in 24 hours. USD cheques take longer.

If you are hosting a conference or workshop, complete the Conference Budgetary Estimates Template form (available in the RDI Fund Project Toolkit) and submit it to the Bursary.
FREQUENTLY ASKED QUESTIONS

**HUMAN RESOURCES**

- Are there any criteria for hiring research assistants?

  Research assistants should be MPhil or PhD students of the UWI.

- What form do I need to complete to hire a research assistant?

  In order to hire a research assistant, the project team leader will need to complete a *Proposal for Appointment of Temporary and/or Part Time Staff* form (available in the RDI Fund Project Toolkit).

- How do I submit the *Proposal for Appointment of Temporary and/or Part Time Staff* form?

  This form should be submitted to HR with a CV attached and an accompanying cover letter. This cover letter should include identifying information about your project, including the project account number, and should identify the project as an RDI Fund project. This will ensure that the request goes directly to the Bursary to be processed.

  Be sure to sign and return the forms in order for HR to clear the appointment and the research assistant to be paid in a timely fashion.

- If I already have someone working as a research assistant on another project, can I hire that same person to work on my RDI Fund project as a research assistant as well?

  Yes. A unique *Proposal for Appointment of Temporary and/or Part Time Staff* form will need to be completed for each temporary or part time appointment.

- When do research assistants get paid?

  Persons hired by completing a *Proposal for Appointment of Temporary and/or Part Time Staff* form are deemed employees of the UWI and as such will get paid on the same schedule as all other UWI employees. UWI employees are paid on the last Thursday of every month. Forms will need to be submitted two weeks before the pay date in order to be processed before the cutoff date.

- Can I hire a research assistant to work on my project for longer than 1 year?

  Temporary or part-time staff appointments are usually one year contracts. If you would like to keep the employee for a longer period of time, you can get an extension by resubmitting a *Proposal for Appointment of Temporary and/or Part Time Staff* form.

- Are there any other specific hiring pitfalls I should avoid?

  Do not hire anyone to work on your project without first completing the appropriate form with an accompanying cover letter and a CV if required. Be cognizant of the list of eligible and ineligible expenditure as it relates to procurement of services under the terms of the RDI Fund.
FREQUENTLY ASKED QUESTIONS

MARKETING AND COMMUNICATIONS

❖ Can M&C assist individual projects with website development?

The first contact for website development at UWI St Augustine is CITS. M&C can provide support on website design and the branding of your project. Projects that have budgeted for website development can use an external provider and collaborate with CITS to ensure technical compatibility as it relates to hosting.

❖ Do all press releases need to go through M&C?

Yes. All press releases must be approved prior to release by M&C. Complete a Press Release Request form (available in the RDI Fund Project Toolkit) and submit it to M&C by emailing us at marketing.communications@sta.uwi.edu.

❖ Do representatives from M&C need to attend events to be mentioned in press releases?

No, this is not necessary. The press release form is sufficiently detailed that M&C would have sufficient information for drafting the press release.

❖ Can project teams draft their own press releases?

Project teams can draft their own press releases and would need to submit these to M&C for approval prior to engaging media houses.

❖ How can M&C help the project team to develop an online presence?

M&C can help in the development of an online presence for your project and project team either through independent project profiles or through the existing UWI St Augustine profiles on Facebook, twitter and YouTube. You can also submit blurbs for our various publications on the intranet and the internet.

M&C can assist in strategic targeting of audiences through the use of digital media.

M&C can host scheduled Facebook interactions through the UWI Facebook page.

❖ How else can M&C help to bring a spotlight on my project?

M&C can also assist in organizing of town-hall meetings and other such public consultation events, as well as help conduct polls and surveys that can supply real-time quantitative and qualitative data.

Project teams can avail themselves of UWI publications and e-publications to give visibility to their projects.

M&C can assist with press releases, press conferences and organizing morning show appearances (all of which are free).

It is strongly recommended that M&C be consulted when project teams are planning public engagements that would have a media presence.
FREQUENTLY ASKED QUESTIONS

IMPORTANT CONTACTS

- Marketing and Communications – Mrs. Wynell Gregorio (wynell.gregorio@sta.uwi.edu)
- Human Resources – Dr. Linda Steele (linda.steele@sta.uwi.edu)
- Bursary – Mr. Kevin Kalloo and Mr. John Ramnanan (john.ramnanan@sta.uwi.edu)
- Office of Graduate Student research – Mrs. Deborah Charles–Smythe (deborah.charles-smythe@sta.uwi.edu)
- RDI Fund Secretariat (rdifund@sta.uwi.edu)
- Office of the Campus Principal – Mrs. Stacy Richards-Kennedy (stacy.kennedy@sta.uwi.edu)