FREQUENTLY ASKED QUESTIONS

PROJECT MOBILIZATION

- **What is the Official Start Date of my project?**

  The official start date of a project is the date included in your approval letter. The official start date recognized by the Fund is independent of when project teams actually start conducting project activities.

- **What are my reporting obligations?**

  Projects are required to submit progress reports in hard and soft copy to the Fund every six months. 3rd CfP projects will report by October 30th and April 30th of every calendar year for the duration of their project.

  Project leaders are also expected to attend progress meetings every six months. These will be scheduled by the Secretariat.

  Project Leaders are expected to submit a draft impact paper within the first regular semester after receiving their approval letter.

  Project Leaders must submit a completion report within 60 days post their project's scheduled completion date.

  Project leaders are expected to submit an annual impact report for up to five years after the submission of their completion report.

- **Can I apply for an extension?**

  Projects are intended to have a maximum implementation time of 36 months. As such, projects approved in the first instance with an implementation time of 36 months are ineligible to apply for an extension. Projects approved for less than 36 months may apply for an extension if strong justification exists.

  Extensions are not guaranteed and will only be granted in extenuating circumstances.

  Project Leaders should apply for an extension at least six months before the scheduled completion date of the project.

  The maximum extension allowed is nine (9) months.

  Any extension granted will be non-funded i.e. you can only apply for more time, not more money. If an extension is granted, however, you will continue to have access to whatever funds remain in your project account.

- **Note on the capturing of images and photographs**

  It is essential that project leaders have legal rights to reproduce or copy persons when using their images or photographs, particularly for any media content submitted to the Fund, as it may be repurposed by the Fund.

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. Visit http://sta.uwi.edu/fms/research/gateway.asp for more information.

- **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.

  The student must have the equivalent of at least an upper 2^{nd} honors degree, preferably 1^{st} class.

  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.

- **How do I hire an external consultant?**

To hire an external consultant you will need to complete and submit a *Contract for 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 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 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.

If members of staff are involved with a company that is being considered for hire, they must declare the existence of a conflict of interest and provide background of the company, registration information and a list of company directors.

- **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 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.

FREQUENTLY ASKED QUESTIONS

- **When will I get my project account number?**

  Project account numbers are issued by the Bursary with your signed letters of approval. Include this number on all project related correspondence so that persons can readily identify your project.

- **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?**

  This practice is highly discouraged. If absolutely necessary, 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 or who have other stipulated conditions contained in their approval letters 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 or until the Secretariat informs the Bursary that all pre-conditions have been met.

- **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?**

  Use of the UWI credit card is not encouraged. However, if use of this facility is needed in special circumstances, 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.

  When sending payments to be processed by the Bursary, please use the *Spending Authorization Template* (available in the RDI Fund Project Toolkit)

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

  The Bursary can prepare TTD cheques in 24 hours. USD cheques take longer. USD cheques are processed on Monday and Tuesdays. UK cheques are processed on Wednesdays.

  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.

  If ordering from China, be sure to get proper banking information.

Note that there are two types of suppliers: regular and irregular. Regular suppliers accept purchase orders while irregular suppliers do not. In the case of the latter, team leaders are required to get a quote and a request for 100% payment in advance. When negotiating payment, aim for 50% in advance. The final agreed figure must be stated in the supporting documentation submitted to the Bursary.

If the cost of a good or service will exceed $10,000, team leaders must provide at least three (3) quotes.

Only use original forms with original signatures. Do not submit photocopies to the Bursary.

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 RDIF 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.

- **How do I hire an OJT**

  Do not go directly to the OJT Offices. One must access OJTs through MTEST by forwarding the request to HR with justification attached. To do this, complete the *On-the-Job Training Programme Employer Supplementary Request* form (available in the RDI Fund Project Toolkit) and submit it to our HR office for onward transmission to MTEST. Contact Ms. Cheryl Carter (cheryl.carter@sta.uwi.edu) for further information.

- **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.

  Team leaders are required to submit CVs for all team members and CVs and copies of contracts for all hires.

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 email 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.

FREQUENTLY ASKED QUESTIONS

- **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 though 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.

  When developing any material with The UWI and RDI Fund logos for distribution, be sure to send them to M&C for final approval before final use and/or reproduction.

  M&C has UWI - branded material available e.g. banners, popups and podiums which can be used at your events with prior notice.

IMPORTANT CONTACTS

- **Marketing and Communications – Mrs. Renata Sankar-Jaimungal** (renata.sankar-jaimungal@sta.uwi.edu)
- **Human Resources – Mr. Stephen Sheppard** (stephen.sheppard@sta.uwi.edu)

  Ms. Cheryl Carter (cheryl.carter@sta.uwi.edu)
- **Bursary – Mr. John Ramnanan** (john.ramnanan@sta.uwi.edu)/ **Ms. Nisa Maharaj** (nisa.maharaj@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. Debra Coryat-Patton (**debra.coryat-patton@sta.uwi.edu**) /**

  Ms. Lois St Brice (lois.st.brice@sta.uwi.edu**)**