VEST Fellowship Orientation  
Fall 2013

Welcome!

Resources

• Program Manuals – coursework, programmatic questions, advisors, Sheila Sprouse
• VEST website – financial questions, reimbursement questions, nuts & bolts
• Collab prosem site – balances for coming year
• Program personnel – everything else

People

• Jim Wyckoff & Sara Rimm-Kauffman
• Leslie Booren – Program Coordinator
• Dana Bowman – Fiscal contact for ADS & EP students
• Patsy Craig – Fiscal contact for VEST grant and CASTL
• Barbara Beverly & Brenda Kelley – student financial aid and Curry fiscal contacts
Funding Packages

- Grant year is Sept 1 – Aug 31
- Fellows receive stipends Oct 1 – Sept 1
- Other funding sources:
  – Department, grants, VPR awards, may be others
- Contact VEST Coordinator for an appointment to discuss your package

“Financial Support for VEST Fellows” (http://curry.virginia.edu/research/projects/VEST-fellowships/financial-support-for-VEST-fellows)

Coursework

- Prosem every semester: EDLF 5500
  – Enrollment for credit required for students in the first half of their fellowship.
- Program manuals
- VEST website – information for first year students
- Jim, Sara, your advisors

“Coursework for VEST Fellows” (http://curry.virginia.edu/research/projects/VEST-fellowships/coursework-for-VEST-fellows)

Calendar & Program Monitoring

- Grant year is Sept 1 – Aug 31
- Dates for all fellows:
  – Early fall – Refer to annual calendars for document / meeting tasks
  – February – revised Annual Research Plan for annual report
  – Late spring – Refer to annual calendars for document / meeting tasks
Calendar & Program Monitoring

- Defending fellows:
  - Stipend ends at defense, need to request fellowship extension if necessary
- Other important dates / times:
  - First stipend – Oct 1
  - If receiving wages, time sheets – Fridays
  - UVA fiscal year end – June 30

*Annual Timeline for X Fellows* (e.g., [http://curry.virginia.edu/research/projects/vest-fellowships/annual-timeline-for-x-year-x-year-vest-fellows](http://curry.virginia.edu/research/projects/vest-fellowships/annual-timeline-for-x-year-x-year-vest-fellows))

Research & Travel Funds

- Spending year Sept 1 – Aug 31
- Can access balance on Collab
- Annual allotment of $1000 for research, $1750 for travel
- Avoid the UVA fiscal year end (June 30)


Research & Travel Funds

- Expense is counted in the year when the expenditure occurs
  - Research – when purchase occurs
    - Except conference registration – occurs when travel occurs because the expenditure (for UVA) does not occur until reimbursement
  - Travel – when travel occurs
## Research & Travel Funds

### Procedure
- **Before Purchasing:**
  - Do your research – estimate costs, investigate travel options, review your balance & allowed expenditures, find ISBN numbers, etc.
  - Request pre-approval via website/googledoc
- **When Purchasing:**
  - Keep all documentation
- **For Reimbursement**
  - Travel form with documentation – originals required with signature
  - Electronic receipts can be emailed (Amazon, registrations)

### Approval Process
- Submit the online form
- Coordinator will email with approval or questions
- **Provide sufficient time for approval**
- No reimbursements will occur without prior approval
- **Request must align with program goals:**
  - “...training applies rigorous methods to three substantive research topics identified by IES: a) teacher quality, b) early childhood, and c) social and behavioral contexts for academic learning. Conceptual and methodological emphases in the core curriculum ensure students are proficient in developing and testing research hypotheses through research designs and through experimental and quasi-experimental statistical procedures that support causal inferences.”

### Conference registration
- Can be purchased directly by staff – go through approval with coordinator first!
- Need to include ALL information on the form needed to complete registration

### Membership
- Could be included on a travel workbook, but... going forward this will be research funds unless purchase can be bundled (i.e., 1 expenditure)
- Can be purchased directly by staff – go through approval with coordinator first!
- Need to include ALL information on the form needed to purchase membership
Research Funds

• Poster printing
  – Get approval first
  – Can be ordered directly from printing services via online form (http://www.virginia.edu/uvaprint/print_order.html)
  • Charge to Department: VEST / CASTL
  • Billing Address: PO Box 400879
  • PTAO: Coordinator will supply when needed
  • E-mail: booren@virginia.edu – have the order copy sent to me, but send proof to yourself
  • Additional information:
    Billing information goes to VEST Coordinator
    PO Box 400879
    434-243-2021
  – At pick-up or delivery, you will need to save the pink slip you receive and turn in to coordinator

• Direct purchase is preferable to reimbursement
• Coordinator will order books from bookstore with ISBN numbers matched to Amazon prices
  – No shipping will be paid on reimbursements
• Be sure to look at allowable and not allowable expenses list
• If unsure about expense, put in a request

Travel Funds

• Submit approval request before you purchase anything related to travel – registration included
• Registration and some transportation can be purchased directly
  – Approval first, then purchase by staff or Covington travel
• Save and turn in original receipts and itineraries
• Timing of reimbursement – prefer to reimburse all at once rather than registration separately
Travel Funds & Documentation

- Travel Workbook
  - Meal deductions for per diem
  - Your signature (must be original)
- To VEST Coordinator within **15 days after travel**
- Required documentation
  - Ticket stubs, receipts, itineraries for travel (any type)
  - Individual, itemized hotel bill
  - Misc receipts – parking, internet usage, etc.
  - Do not need food receipts

Contact Information

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