VEST Fellowship Orientation
Fall 2014

Welcome!
People

• Jim Wyckoff & Sara Rimm-Kauffman – Co-Directors
• VEST mentors and departmental advisor(s)
• Leslie Booren – Program Coordinator
• Dana Bowman – Fiscal contact for ADS & EP students, and for new VEST grant
• Patsy Craig – Fiscal contact for old VEST grant
Resources

- VEST website – financial questions, reimbursement questions, nuts & bolts
- Prosem collab site – speaker series resources
- VEST collab site – monitoring documents & fund balances for coming year
- Program personnel – everything else
- Academic program questions – program manuals and advisors
Fellowship Details

• See your yearly agreement letter
• Fellowship is renewable each year
• Must complete education-based dissertation
• Refer to requirements for dissertation committee
• Participate in research apprenticeship 20 hr/wk
• Other services to VEST (i.e., speaker series)
• Stay in contact with VEST/IES throughout career
• Make-up required for absences during required events—early communication expected
Coursework

• Prosem every semester: EDLF 5500
  – Enrollment for credit required for students in the first half of their fellowship.
  – Lead prosem as veteran fellow
  – Aligns with speaker series
• Enroll in 2-4 additional courses during VEST program
  – See VEST website, Jim, Sara, & your advisors
• Summer workshops
• Refer to your Academic Program manuals

“Coursework for VEST Fellows” (http://curry.virginia.edu/research/projects/vest-fellowships/coursework-for-vest-fellows)
• VEST program monitoring happens all year!

• Important dates for all fellows:
  – Early fall – Refer to annual calendars for document / meeting tasks
  – January/February – revised Annual Research Plan for annual report
  – Late spring – Refer to annual calendars for document / meeting tasks, complete annual review meeting
  – Other dates with old/new VEST grant
• Defending fellows:
  – Stipend & funds end 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/vesfellowships/annual-timeline-for-1st-year-4-year-vest-fellows)
Funding Packages

• Grant year is Sept 1 – Aug 31 (different than financial year)
• Fellows receive stipends Oct 1 – Sept 1 for $30,000
  – Other funding sources:
    • Department, grants, VPR awards, may be others
• Up to $10,500 for tuition, adjustment and insurance
• No additional stipends/wages allowed, no teaching
• 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)
Research & Travel Funds

• Spending year Sept 1 – Aug 31
• Can access balance on Collab
  – Updated weekly
• Annual allotment of $1000 for research, $1750 for travel
• Avoid the UVA fiscal year end (June 30)
• Must seek pre-approval first
• No sharing or transferring funds (UVA honor code)
• Must attend 1 IES approved conference

“Using Research and Travel Funds” (http://curry.virginia.edu/research/projects/vest-fellowships/using-research-and-travel-funds-vest-fellows)
Research & Travel Funds

• Approval Process
  – Submit the online form
    • Include all info including flight numbers, username, password, etc.
  – Coordinator will email with approval or questions
  – Provide sufficient time for approval
  – No reimbursements will occur without prior approval
• Pre-approvals content
  - Avoid acronyms, be detailed, connect with your research specifically
  - Request must align with VEST 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.”
Research & Travel Funds

• Procedure
  – Before Purchasing:
    • Do your research – estimate costs, investigate travel options, review your balance & and allowed expenditures, find ISBN numbers for books, 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)
• Conference registration & Membership
  – Preferred be purchased directly by staff
  – Need to include ALL information on the form needed to complete registration
    • Username and password
    • Page by page entries online
Research Funds

• Poster printing
  – Can be ordered directly from UVA printing services via online form ([http://www.virginia.edu/uvaprint/print_order.html](http://www.virginia.edu/uvaprint/print_order.html))
    • Contact Leslie for billing info
    • At pick-up or delivery, you will need to save the pink slip you receive and turn in to coordinator
  – Can be ordered elsewhere and receipt submitted with travel reimbursement—need approval first
Research Funds

• Can do research related travel – has to advance your research agenda

• Direct purchase is preferable to reimbursement

• Coordinator will order books from bookstore with ISBN numbers matched to Amazon prices
  – Cannot order textbooks for courses
  – No shipping will be paid on reimbursements

• Be sure to look at allowable and not allowable expenses list on website
Travel Funds

• For professional conferences and workshops
• Registration and some transportation can be purchased directly
• Save and turn in original receipts and itineraries
• Reimbursement after travel all at once
• **Reportage** – informed in approval email, only if using VEST funds AND not in presenting role, due within two weeks after conference
Travel Documentation

• To VEST Coordinator within **15 days after travel**

• Travel Workbook
  – Meal deductions for per diem
  – Max 15% tip on travel
  – Your signature (must be original)
  – Tips for completion

• Required documentation
  – **Need some documentation** for procurement
  – Ticket stubs, receipts, itineraries for travel (any type)
  – Individual, itemized hotel bill
  – Misc receipts – parking, internet usage, etc.
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• What questions do you still have???

• Requests or feedback?