COMMUNITY ENGAGEMENT GRANTS (CEG)

Frequently Asked Questions

1. **How do I determine the faculty stipend amount?**

   Faculty stipends are paid via supplemental compensation and should reflect the effort required to complete the grant. Benefits do not have to be calculated as part of the grant budget. Benefits (social security and retirement) will be calculated as part of the grant award and the monies added to your grant to cover the benefits expense.

2. **How do I determine the student wage amount?**

   **Undergraduate students:**
   - paid an hourly rate (usually $8-$10/hour, depending on the type of work).
   - Undergraduate students must complete a timesheet in order to be paid.
   - Undergraduate students are paid on the 15th of the month for the previous month’s work (1st-30th/31st).
   - Full-time students are not charged any benefits against their gross pay.

   **Graduate students**
   - Usually paid a flat stipend, but may also be paid an hourly rate (usually $12-$15/hour, depending on the type of work).
   - Graduate students do NOT have to complete a timesheet in order to be paid (total pay amount is entered in HR Online, even if an hourly rate is used).
   - Graduate students are paid on the last day of the month, just like faculty and staff.

3. **Can I buy a gift or gift card to provide to survey participants?**

   Gifts and gift cards are not an allowable expense in general funds (and community engagement grants are general fund monies). If departmental trust funds are available to support this expense (fund 2xxxxx), the awardee must:
   - Purchase the gift cards and then be reimbursed via check request (providing a copy of the purchase receipt as well as a copy of the front and back of the gift cards).
   - Have recipient of gift card sign an acknowledgement of receipt
   - Gift or gift card must be considered “nominal” in value

4. **Can I pay for student travel from community engagement grant funds?**

   No, but:
   - An undergraduate student may apply for travel support from CSurf: [http://uncw.edu/csurf/travelawards.html](http://uncw.edu/csurf/travelawards.html).
   - A graduate student may apply for travel support from the Graduate School: [http://uncw.edu/gradschool/currentstudents/travelaward.html](http://uncw.edu/gradschool/currentstudents/travelaward.html)
• Additional funding may be available from Ed & Tech fee monies (check departmental availability first), if:

A. Student travel requirements:
   1. Student has been nominated to represent university at a particular event;
   2. Many students apply and at least one is selected to represent university at a particular event;
   3. Travel is required in the course syllabus; or
   4. Student attends an event and shares knowledge and experience with other students in a formal setting established by faculty.

B. Additional student travel guidelines/requirements:
   1. The organization (where student is attending/traveling) can be paid directly for the students’ travel and participation expenses;
   2. Any amount of benefit to student is added to the student’s 1098T as a form of aid (since ETF are included in tuition and fees on 1098T);
   3. Each unit reports benefit to Tax Office;
   4. Payments do not go through Financial Aid or Student Accounts, and;

C. UNCW’s student travel webpage is here:  http://uncw.edu/travel/students/.

5. Do my grant funds extend beyond the June 30th fiscal year just as other grant awards do?

Community Engagement grants are for a semester-long project. Community Engagement grant awards are general fund monies and expire June 30th each year. This is why awardees are required to spend their monies by the given deadline.

6. Can I pre-pay travel/conference expenses for myself, even though the conference period is outside the award period of my grant?

You can purchase airfare for a conference out of your grant if was approved as part of your award, even though the conference date may be outside of the period of your grant.

7. May I request an extension of time to complete my project?

All requests for extension of time should be e-mailed to Dr. Lori Messinger at messingerl@uncw.edu. Keep in mind that all spending must be completed within the fiscal year (i.e., by June 30th) because the Community Engagement monies do not roll over to the next fiscal year.

8. If I have money left over, may I use it to make an additional purchase?

If you have unspent grant funds that you would like to use for another research purpose, contact Dr. Lori Messinger by e-mail, messingerl@uncw.edu.