

Lewis Center Student Grant FAQ

Q: How detailed should I be on the budget worksheet?

In general, please be as detailed as possible when coming up with the budget, especially if you are purchasing data (tell us what the data is) or purchasing supplies in excess of a few hundred dollars.

Q: Can I see some sample projects?

Projects from previous years are posted at <http://lewis.spa.ucla.edu/publications/studentreports.cfm>.

Q: Can we hire non-undergraduate students to work on the project?

Undergraduates are preferred. For graduate student assistants, the awardee must also pay their fees and associated costs. **NOTE:** A portion of salary and benefits can be reduced if students are hired through Federal Work Study via the Financial Aid Department. Certain restrictions apply (e.g., U.S. citizenship, B average, early February deadline to hire work-study students for academic year). See https://www.fao.ucla.edu/wscontract/ws_guide_student.pdf or https://www.fao.ucla.edu/wrkstd%5Femployer/pdf/On_Campus_Employer_Guide.pdf.

Q: How do we go about hiring an undergraduate?

For non-work study students, word of mouth or job posting directly through undergraduate departments. For work study students, awardees must complete and return a SPA Work Study form to John Mathews.

Q: At what rate should I hire a student assistant?

Please refer to the student assistant titles and rates listed below. Be sure to use those title codes since many pay titles sound alike but may not apply to students.

[Student Assistant Descriptions](#)

- [Assistant I](#) - Title Code 4922
- [Assistant II](#) - Title Code 4921
- [Assistant III](#) - Title Code 4920
- [Assistant IV](#) - Title Code 4919

Q: What hardware/software can we purchase?

In general, you do not have to purchase hardware/software that the Lewis Center already owns. If equipment is purchased, it is the property of the Lewis Center and must be returned to us. Software that is purchased may be installed on your personal computer. At the end of the project, the box, accompanying literature, and license must be handed over to the Lewis Center.

Q: In general, how do we get reimbursed?

There will be 3 disbursement periods as stated in your contract. Designate one point person in your group to submit receipts for each of the 3 periods. For each person who made a purchase that is to be reimbursed, include a signed coversheet with the account holder's name, student ID, and mailing address (if you need checks mailed to you) with your original receipts. If you are paying by credit card, please also include a copy of the credit card statement. You may block out everything but your name, the last four digits of the credit card, and the line-item you are asking for reimbursement. The Lewis Center can only reimburse expenses incurred during the grant period (between the time the contract is signed and the end of the project in late June).

Q: How do we get reimbursed for phone calls?

Phone cards are not a reimbursable expense. You may book the Lewis Center conference room 3320A Public Affairs Building through John Mathews to make phone calls. Phone numbers are to be provided for reimbursement purposes.

Q: How do we get reimbursed for mileage?

Submit addresses for origin and destination and distances in between. The easiest way to do this is to use Mapquest or Yahoo Maps. Gas is not a reimbursable expense since you are being reimbursed for mileage. As of January 1, 2009, the mileage reimbursement rate is \$0.55 per mile and not the old 2008 rate of \$0.585 per mile.

Q: Can we be reimbursed for expenses incurred prior to the start of the grant period?

No. Only expenses incurred during the grant period as specified on your contract may be reimbursed. In addition, expenses that will **not** be reimbursed at any time include, but are not limited to, the following: Graduate student awardee salaries, fee remission, phone cards, cell phones, meals, stamps (mail must go through UCLA), and personal items.

Q: Should I highlight items on my receipts for reimbursement?

DO NOT use a highlight on any of the original receipts or credit card statements. (highlighter eats away at the ink on most receipts such as the ones one gets from UCLA Store or Office Depot...and will make it hard to read them in the future)

Q: What should I put on my reimbursement paperwork?

- a. The UID of person being reimbursed.
- b. The current e-mail address of that person.
- c. Lewis Center Masters Thesis Grant project number (example 92008)

Q: When will my reimbursement get paid?

If we have all the paperwork, 10 to 15 working days.

Q: Where will reimbursement go to?

- a. If you were ever paid by UCLA Payroll and you had set up a direct electronic deposit, it will go into whatever account you told UCLA Payroll to deposit your paycheck.
- b. If you were ever paid by UCLA Payroll and did not have a direct electronic deposit set up, it will go via campus mail to whatever department you worked for in the past. (even if it is some other department not in the School of Public Affairs)
- c. If you were never paid by UCLA Payroll, it will be sent via a paper check to the permanent address on your proposal application if you do not indicate any other address on the paperwork you submit.
- d. For mileage and travel reimbursements, if you do not have a current appointment on UCLA Payroll, it will go to your permanent address on your proposal application.

Q: How is workspace allocated?

Check with your departments, but space may also be granted through the Lewis Center if available. See John Mathews for details.

Q: How do we get access to a computer?

- You may use the computer labs available through your department or school if you have permission.
- You may use the SPA computer labs or other campus computer labs and have computing lab fees reimbursed.