Researchers’ Informational Forum
At-a-Glance

Fiscal Year 2013-2014

September 2013
• Office of Financial Aid and Scholarships Recommendations For Enhanced Coordination of Grant-In-Aid Process

October 2013
• Banner Online Requisition

November 2013
• Collaboration and Shared Results
• Research Assistance for Grant Writing and Publications

December 2013
• Procedures for Hiring Researchers on External Funds
Office of Financial Aid and Scholarships
Recommendations For Enhanced Coordination of Grant-In-Aid-Process

Submitted by: Mr. Martin Miles
Director of Financial Aid

September 2013

Our mission is to provide financial assistance to eligible students. It is our belief that funding from grants plays a pivotal role in the overall matriculation, retention, and graduation of our students. Listed below are some practices that the financial aid office (FAO) strongly recommends PI’s follow.

1. Identify and post grant opportunities on their department FAO website.
2. Award students for the entire academic year (including Summer, if applicable).
3. Send forms to the Office of Governmental Relations to ensure account information is added to form.
4. Submit grant-in-aid forms to the Office of Governmental Relations at least 2 weeks prior to the start of the semester.
5. Since FAO awards continuing students in early May, submit forms prior to August 1st, since this helps with financial clearance.
6. Consult with us regarding potential grant recipients to prevent award conflicts (i.e. tuition, room, and board).
7. Contact the Office of Governmental Relations twice per year, once in January and second in early April, in order to reconcile their grants and to avoid unspent funds.
8. Develop a timeline for awarding half their grants per semester, or proportionately over the time frame of the grant (*see #5).
9. Spend all of grant funds within the allotted time.
10. Both PIs and grant recipients read #1 - #7 at bottom of the grant-in-aid forms prior to signing.
11. Whenever possible, to seek grant funding that targets 1st year students to assist with recruitment, as well as 2nd year students, both of whom make up the majority of students who leave early.
12. If experiencing difficulty in selecting qualified students for your grants, contact the FAO for assistance and provide the grant criteria.
Banner Online Requisition

Submitted by: Mr. Malcolm Haines  
Director of Purchasing  
October 2013

The Banner Online Requisition System eliminates the need to submit paper requisitions to different departments for review and approval. It will also provide the PI a means of tracking their requisitions so that they know where it is in the review and approval process. Banner online requisition involves the creation of Approval queues that allow automatic routing of requisition transactions from the originator to one or more individuals for approval. Use of Banner Finance Approvals ensures that appropriate review of the requisition transaction is conducted before the transaction is posted to specific funds and accounts (FOAPAL) in the General Ledger. Only after the requisition is approved at all appropriate levels is it routed to the Banner posting process.

Approval queues have been established at the budget level and requisitions are routed to approval queues based on the college/school/department organizational chart for requisition approval. Once a requisition enters an approval queue, the system routes the document to all appropriate levels/queues necessary for final approval based on account and dollar amount.

Approvers will be able to either approve or disapprove requisitions. When an approver disapproves a requisition, Banner returns the requisition to ‘In-Process’ and sends a message to the originator. In addition to the ‘generic’ disapproval message, the approver can add an additional message outlining the reasons for the disapproval. The originator can either: (1) revise the returned requisition and complete it, which re-initiates the approval process or (2) delete the requisition.

Research Assistance for Grant Writing and Publications

Submitted by: Mr. Frank Edgecombe  
Librarian  
November 2013

Mr. Frank Edgecombe, gave a presentation on the informational services and resources available to researchers at Hampton University.

Mr. Edgecombe encouraged researchers to diagram their searches using Boolean Logic and Venn diagrams to maximize responses. He offered to all faculty the assistance of trained librarians, at Harvey Library, in conducting literature reviews and searches for publication.

Mr. Edgecombe displayed two new additions to the library’s resources and services: (1) the Research Guides that have been developed for each major discipline and (2) the new Discovery Search program that enables a researcher to search for more than 90% of all the library’s resources, both print and electronic.
**Collaborations and Shared Results**

**Submitted by: Dr. Nashid Madyun**  
**Director of Museum**

**November 2013**

At the heart of innovation is the demand to grow or change. Performance in the workplace and the contributions to society expect and command a level of quality that is often limited by the available resources. The greatest idea can often be the greatest challenge, and indeed, it can even be the weakest link in a plan, if the resources cannot match the demands of productivity. The solution of collaboration presents a comparable paradox, as the potential for adequate resources is resolved, the emergence of individual the ideals of territory, control, credit, and power become a hindrance. Ecclesiastes 4:9-12 ESV shares two are better than one, because they have a good reward for their toil; and Proverbs 27:17 ESV shares iron sharpens iron, and one man sharpens another. These ageless points of wisdom hint to evidence that collaboration has endless potential.

---

**Collaborations and Shared Results**

**Submitted by: Dr. Patrena N. Benton**  
**Director of Graduate College**

**November 2013**

On November 14, 2013, Dr. Patrena Benton also gave a presentation where she highlighted that as the University moves toward becoming a research intensive institution, it is going to become imperative that all units actively engage in scholarly activities. One essential activity will be fund raising. So often this endeavor is approached from an individualistic perspective. However, many are recognizing that if they collaborate, they can share the load and the rewards.

The Graduate College has written several individual grant proposals, and is also heavily engaged in collaborative projects. This workshop provided an excellent forum for sharing how the Graduate College has not only reached across the aisles to collaborate but has formed several partnerships and writing teams especially with the University Museum and Archives. This arrangement has resulted in the submission of several research and operational grant proposals and the unit continues to investigate additional opportunities.

Over the past two and a half years, the Hampton University Museum has embarked on grantsmanship and program development singularly and collaboratively. The results have revealed greater potential for rich rewards and innovation when benefiting from the input of collaborators. Success may come via many paths, yet the resources spent to accomplish goals and produce results expand quicker in isolation. Through collaboration, the traditional grant avenues to support humanities, art and history via the National Endowment for the Humanities and the National Endowment for the Arts, have broadened to include possibilities that include the National Science Foundation and the National Institute for Health. The Museum is poised to explore and lead scholarship in emerging interdisciplinary fields, yet this ability is not without the reality of an interdisciplinary team.

---

It is imperative that all consider creating interdisciplinary projects/proposals. This activity is not only encouraged by the University but also by funding agencies. Collaboration continues to produce a win-win situation for all.
Procedures for Hiring Researchers on External Funds

Submitted by: Attorney Tracy Blizzard
Executive Assistant to the Provost

December 2013

As a Principal Investigator who has received external funding, you may be tasked with searching for and hiring research faculty for various projects. First, it is imperative that the number of research personnel (and the equivalent salary for each individual) be outlined in your budget as you prepare to submit your grant proposal. Then, you will need to determine if you would like to post a job announcement to advertise for this position. The Dean in your area will need to review and approve a draft of the job announcement. Once the Dean forwards the draft to the Office of the Provost, the announcement will be reviewed and edited for the specific criteria and preferred qualifications that are necessary. The job announcement will be posted to the Hampton University website once it is approved by the Provost.

Once you have interviewed and selected a highly qualified applicant, the contract process begins and you will need to determine an appropriate starting date. The candidate will need to complete a background check and drug screening through the Office of Human Resources. Salary will be based on the qualifications of the applicant and the funding available in the position. Be aware that it may take between two to four weeks for a contract to be fully processed. However, you must contact the Office of the Provost prior to sending the candidate to Human Resources. In addition, you must contact Ms. Liani Lyttle (Program Officer in HR for immigration issues) if you wish to hire a non-citizen (i.e., person on a H1B or J1 Visa). You must also gather the requisite documents before the contract will be processed:

- Documentation of Faculty Qualifications form
- Federal and State tax forms (the Virginia state form must be used even if the candidate resides in another state)
- I-9 (make sure you use the one that does not expire until 3/31/2016)
- pp.19-21 of the Intellectual Property Rights Document (make sure that the candidate reviews the entire policy before signing same)
- Three Letters of Reference on original letterhead
- Official Transcript of highest degree (there must be an official transcript in the file)
- New Faculty Information Sheet (please make sure the budget number and emergency contact information are completed)
- Authorization to Hire External Personnel under Funded Projects/Grants (this document must be signed by the Chair and the Dean before being submitted with the hiring packet; it must also be reviewed by Governmental Relations before Provost approval)
- Citizenship Verification Form (only if you are hiring a non-citizen)

On the researcher’s first day of work, important University paperwork, policies, and procedures will be reviewed with the individual in the Provost’s Office. The employee is entered into Banner Oracle, an email address is requested, a parking decal, and University identification card will be issued. A file will be maintained in the Office of the Provost. When the employee has finished working for the University, it is imperative that the immediate supervisor inform the Office of the Provost prior to the departure date. This is critical so that any benefits or leave may be adjusted in a timely fashion.
The Researchers’ Informational Forum - At-a-Glance Newsletter is published during the Fall & Spring of each academic year.