

IAC RESEARCH GRANTS PROGRAM FREQUENTLY ASKED QUESTIONS

Due to the COVID-19 pandemic, applicants should prioritize research activities and expenses in their budget proposals that can be conducted in alignment with CDC safety recommendations.

What is the process and criteria of evaluation that the Research Grant application goes through with the IAC and then with the Ethnic Studies Research Center?

First, each Ethnic Studies Research Center's faculty committee reviews all the applications. The strength of the project, the skills and experiences that a researcher brings to the project, and the likelihood of the project being completed and leading to an original contribution in the field of Ethnic Studies, etc., are all used to evaluate the applications. The Center's faculty committee recommends applicants for the awards, which are then decided by the IAC Executive Committee, consisting of representatives from the Ethnic Studies Research Centers and two faculty representatives. IAC Vice Provost David K. Yoo chairs the IAC Executive Committee. It is a similar process for the fellows/scholars program.

The Research Grant application states that graduate students "may not hire others to assist with their project or receive a stipend themselves." What does this mean? Why?

IAC Research Grant awards cannot be used by graduate students to pay themselves or to hire others to conduct their research. Research is viewed as part of the graduate training and professional preparation toward completion of the degree. IAC grants are awarded to graduate students to offset their research expenses in undertaking their M.A. thesis or Ph.D. dissertations.

Can graduate students request IAC research funds to hire transcribers?

The IAC does not allow graduate students to hire transcribers as this is an important part of the research/learning process. An exception has been made in the past when it involved paying for a transcriber for interviews in a foreign language.

Applicants must provide as much information as possible in order to be considered. In the case of numerous interviews, hiring a transcriber may be necessary to complete the project in a timely manner, but it is important to know if the student will take part in some of the transcription work as well. This does not guarantee that it will be approved. The committee can also choose to approve other things on their budget and not the transcription costs.

Can I purchase a laptop or digital camera with research grant funds?

In general, requests for expensive equipment purchases are rarely approved. The purchase of flash drives or external hard drives, memory cards, etc. has been considered an allowable research cost. Awardees are encouraged to contact the Center or other campus departments to see if borrowing equipment will be possible.

Will IAC fund research travel?

Yes, if it is determined that travel is an essential part of the research project, the IAC will fund airfare, hotel costs, meals, local transportation, and rental cars. The UCLA-approved domestic per diem rate is \$64 per day.

PLEASE NOTE:

- Applicants may use these sites and other services, such as Expedia, Orbitz, Travelocity, etc., to determine their budget only. DO NOT book travel through these internet package sites. Although these packages often provide significant cost savings (by booking airfare, hotel, and/or car rental together), UCLA Travel Policy requires a separate itemized receipt for EACH in order to be reimbursed. Usually Internet package deals do not provide itemized receipts.
- If awarded travel funds, the granting center will make all plane reservations on behalf of the traveler.
- UCLA Travel Policy states that only economy or compact rental cars are eligible for reimbursement. In the case of rental cars, the purchase of gas is reimbursable. If driving your own vehicle (you will need proof of minimum liability coverage prescribed by CA law), mileage at 56¢ a mile is reimbursable. Similarly, for airfare, only the equivalent of coach fares will be reimbursed.
- IAC Research Grants do not fund conference travel.

My research involves Human Subjects and I have not yet started the review process, can I still apply?

Yes and no. One of the criteria for granting an IAC award is the feasibility of the project. For research that falls under the jurisdiction of the Human Subjects Protection Committee (HSPC), both claims for exemption and applications of approval require a review process that can take many months. Either exemption or approval from the HSPC's Institutional Review Board is required prior to conducting any research. Therefore, the feasibility and timeframe of your project will be questioned. If your project involves Human Subjects research, please discuss in your application where you are in the review process and your ability to complete the research within the 12-month time allowed.

Note: All research related to Human Subjects must be submitted for Institutional Review Board (IRB) approval. Research using oral history for thesis or dissertation work is subject to Human Subjects approval; some projects may be eligible for exemption.

Please view the current policy of Human Subjects and Oral History:

https://ora.research.ucla.edu/OHRPP/Documents/Policy/3/Activities_Requiring_Review.pdf.

For research based on conducting oral histories, view the *Guidance and Procedure: Level of Review - Certification of Exemption from IRB Review*:

<https://ora.research.ucla.edu/OHRPP/Documents/Policy/4/Exemption.pdf>.

Both claims of exemption and applications of approval must be reviewed by the Human Subjects Protection Committee operated by the Office of the Human Research Protection Program (OHRPP). For more information, please visit <https://ohrpp.research.ucla.edu>.

List of allowable non-travel items

Hiring (applicable to Faculty and Staff applications only)

- GSR
- Student workers

Gift Cards/Incentives for Research Participants

- Gift cards
 - o Delivery Fee
 - o Administrative fees for processing requests
- Non-cash awards (tangible items)
 - o Delivery Fee
 - o Administrative fees for processing requests

For more information on gift cards, visit:

<https://www.finance.ucla.edu/business-finance-services/payment-solutions-and-compliance/gift-card-guide>

<https://ucla.app.box.com/v/psc-human-subject-gift-card>

Services*

- Media production (e.g., film editing, sound-mixing, etc.)
- Transcription Services
 - o *Note:*
 - *Subject to approval. IAC generally does not allow graduate students to hire transcribers or use transcription services, as this is considered part of research training. An exception can be made for materials in foreign languages or for a large number of audio or visual content, but the applicant must provide a justification. In the case of numerous interviews, hiring a transcriber may be necessary to complete the project in a timely manner, but it is important to know if the student will take part in some of the transcription work as well.*
 - *This is not reimbursable expense. You will need to obtain an invoice and W-9 from the company and work with the Center administering your grant to process a purchase order or check payment. Per UCLA Policy 741, professional services are unallowable for personal reimbursements/LVO's and University Pcards. Payments for professional services must be processed via a Purchase Requisition submitted through BruinBuy to Campus Purchasing.*
- Translation Services
 - o *Note: You will need to obtain an invoice and W-9 from the company and work with the Center administering your grant to process a purchase order or check payment.*
- Consultants/Freelancers

**If allowed by IAC and if the service provider is eligible to become a UCLA vendor per UCLA Purchasing and Accounts Payable policy. Consult with granting center. Potential vendor will need to provide a social security number or business ID number and other required information.*

Office supplies

Medical supplies

Research supplies

Books

Hardware

- *Note: Technology equipment purchased with grant funds will become property of the granting center.*

Software and Subscriptions

- *Note: Faculty and students interested in purchase of software should verify licensing agreements with UCLA. Some software items need to be ordered directly through UCLA and are not allowed as personal reimbursement research expenses.*

List of allowable travel items with certain restrictions

Prior to submitting your budget proposal, ensure that travel is allowed to your destination during your proposed travel dates.

[CDC Travel Guidance](#)

[LACDPH Travel Advisory and Guidance](#)

For information on international travel, visit the U.S. Department of State's [travel advisories page](#).

Lodging

- Hotel
- Motel
- Renting⁴
- Airbnb
- Host gifts – When a traveler lodges with a friend or relative while on official University business, a non-cash gift such as flowers, groceries or a restaurant meal may be provided to the host/hostess. Only one gift per stay may be provided to a host and the actual cost of the gift may be reimbursed, up to \$75 total. IRS regulations stipulate that a receipt must be provided for gifts costing \$25 or more.

Airfare

- UC Travel Center
- Reimbursement on airfare
- Baggage fees

Transportation

- Mileage (only personal vehicle) – mileage must be under the amount of an airfare ticket to destination
- Rental Car
- Gas (if rental car is purchased)
- Ground transportation
- Bus/Metro passes

Meals

- Per diem < \$62/day
- Groceries
- No alcohol

Entertainment

- Food for participants: requires attendees list with affiliation and an itemized receipt