MesoSpace 1b: Logistics

If you have further questions, contact Project RA Randi Tucker: randi@buffalo.edu

Outline

- Equipment
- Funds
- IRB
- Archiving

- Stimuli
 - B&C:
 - 4-7 sets of 12 photos (provided in Dropbox)
 - Removable divider screen
 - Coins to place on the photos
 - Paper to record matches
 - Coding sheets (Rapid transcription & Quantitative provided in Dropbox)

- Stimuli
 - Talking Animals:
 - "Cuckoo Alex Rub a Dub Farm Animals Squirters for the Tub" bath toys (provided)
 - Removable divider screen
 - Coding sheets (Individual, Rapid transcription & Quantitative provided in Dropbox)

- Stimuli
 - New Animals
 - "Cuckoo Alex Rub a Dub Farm Animals Squirters for the Tub" bath toys (provided)
 - Coding sheets (Individual & Quantitative provided in Dropbox)
 - Two tables

- Stimuli
 - Novel Objects
 - 2 sets of 9 objects (provided)
 - 2 small bags for handing objects to participants
 - Stickers/play-doh for part ID task
 - Coins for placement task
 - Manual (to guide placement of stickers and coins; provided on website)
 - Coding sheets (Rapid Transcription & Quantitative provided in Dropbox)

- Demographic & Topography surveys
 - Surveys and coding sheets provided in Dropbox
- Recording
 - Video and audio (please provide own equipment)

Funds: 150 USD for materials

Outline

- Equipment
- Funds
- IRB
- Archiving

Funds

- Limited budget
 - Refer to individual budget sheets
- Getting money
 - Sponsored Projects: RAP form
 - Participant fees
 - Materials
 - Travel: (Advance), Travel Voucher
 - Lodging
 - Meals
 - Transportation

Advance

- Receive funds before field research
- Refer to your Individual Budget
- Submit RAP form and/or Travel Advance form at least 2-3 weeks before you need the funds
 - It takes time to process these!!

University at Beffelo Reimbursement/Adv Not valid for Supplier Payments, Travel, Honoraria, RF Moving Expense	
	RF Advance on advance payment procedure Other than reimbursement State O RF O (Need home address for 1099)
Date: Acct #:	Total: \$0.00
Check Payable To:	(OEC Optional)
Home Address	Campus Address
Street:	Department:
City, State, Zip:	Building & Room:
Person #:(If not a UB Employee please supply Social Security #)	City, State, Zip;
The Federal Privacy Act of 1974 requires that you be notified that disclosure Service Code. The Social Security Number is required for the purpose of repo	
**Required: Itemined Description of Material Service with jurification of Please note: Reimbursement of New York State St	
Check if Enrolled in Direct Deposit (RF Only)	Total \$0,00
Questions regarding this transaction request can be directed Contact Name:	to: PLOW Send form to: * RF - Sponsored Projects Services, 402 Crofts Hall. * State Reimbursement - Financial Services,
Department; Address: (if other than along)	418 Crofts Hall.
Contact Phone #: Ext: Payee Certification: I certify that the above is just, true and correct, that no part has been paid except as stated and a transaction will not be requested from another funding source.	
	PC/V#: Check#
Payee Signature (Not Required for Awards or Scholarships.) Phone #	Invoice #: Approved by: Date:
Authorized Signature Phone	1019/04

RAP form (Sponsored Projects) Participant fees, Materials

Select Form type
(Reimbursement, RF Advance, or Payment)

Acct #: 1095938-1-57972 Check Payable To: You! No Campus Address

Itemize expenses (attach spreadsheet if needed)

Contact Name: Randi Tucker

Department: Linguistics

Address: Baldy 601

Phone: 645-0113

Your signature here
Juergen's signature here

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UNIVERSITY AT BUFFALO

REQUEST FOR TRAVEL ADVANCE

Travel advances are only issued when travel expenses have alread been paid or other extenuating cincumstances. Advances are for expenses incurred by the traveler themselves. Receipts for expenses along with the agends or outline of travel must be whitched. "*Use of US's Bank of America Travel card program is available to employees traveling on University business.

"Click here for UB's Travel Card Program.

Requests must be re	eceived in the Travel office at lea	et 10 busin	ess days prior to tra	rvel departu	re date	Alloweb	ie registration fees	should be processed	on the Procurement Card.	
RF ACCT. 8: (Project-1	lask-Avent)	Mail check to	DC .			SEQUE	NOE NO: Travel	Services use only		
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	Contact Email Address:									
Destination:	stination:						Relationsh	ilp to Progran	n:	
Dates of Travel:						Resea	rch Founday-			
	el:(agenda, program or in	vitation	must be attach	ed)		SUNY	Employee Wo	rking on Project		
						Other	(Explain):		_	
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Lodging costs	Confirmation and receipt mu	at be attac	hed.							
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Other costs	Detail and verification of pay	ment must	be attached.							
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									CLEAD	

<u>Travel Advance (Travel Services)</u> Lodging, Meals, Transportation

- Acct #: 1095938-1-57972

 Mail check to: Direct Deposit
- Your name and home address
 - Dept. Contact: Randi Tucker
 Campus Phone: 645-0113
 Email: randituc@buffalo.edu
 - **Destination & Dates of Travel**
 - Other: External Collaborator (country of citizenship)
 - Purpose: Data collection (Randi will attach budget justification)
- Complete calculation for lodging, meals, transportation, etc. (see side note about 80%**)
- Your signature hereJuergen's signature here

Side note about 80%

- Travel will only advance 80% of your calculated funds
 - For them, receiving money back is undesirable
- If you need 100% of budgeted funds in advance, contact Randi

Reimbursement

- If you spend your own money and want to be reimbursed
 - RAP form
 - Travel Voucher
- Must submit these with ALL receipts for any money you received
- If you have unspent funds remaining, return them using RAP form

THE RESEARCH FOUNDATION OF STATE UNIVERSITY OF NEW YORK

Original receipts for transportation and lodging expenses as well as documentation relating to attendance at conferences such as programs or agendas must be attached. RF CTA's are available for the purchase of airfare and Amtrak expenses. Contact the

Click on the instructions below for help in completing this form

Mail check to

UNIVERSITY AT BUFFALO

TRAVEL EXPENSE VOUCHER

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<u>Travel Voucher (Travel Services)</u> Lodging, Meals, Transportation

Acct #: 1095938-1-57972

Mail check to: Direct Deposit

Your name and home address

Dept. Contact: Randi Tucker
Campus Phone: 645-0113

Email: randituc@buffalo.edu

Other: External Collaborator (country of citizenship)

Destination & Dates of Travel

Purpose: Data collection (Randi will attach budget justification)

Complete expenses for transportation & meals, lodging, etc. (attach spreadsheet if needed)

Total Expense minus Advance (do the math)
Amount returned OR to be reimbursed

Your signature hereJuergen's signature here

Getting the money

- XX "Mail check to" XX (methods of funds transfer)
 - Check?
 - Traveler's checks
 - *Wire transfer
 - Need bank account info
 - Your name
 - Bank name
 - Account number
 - SWIFT code

Submissions

- Mail
 - Completed forms
 - Expenses spreadsheets
 - Itemized & divided by department (RAP vs. Travel)
 - Converted to USD for each day!
 - Original receipts & boarding passes
 - make copies for your records!
- To

Randi Tucker Linguistics Department University at Buffalo 609 Baldy Hall Buffalo, NY 14260

Outline

- Equipment
- Funds
- IRB
- Archiving

Social & Behavioral Sciences Institutional Review Board (SBSIRB)

Protocol

- Use most up-to-date version
 - Available on blog http://mescspace.wordpress.com/
- For most populations, Info sheet/oral explanation required
- For Cameroon and Malaysia, oral explanation and consent required

IRB

- Education & Training
 - Collaborative IRB Training Initiative (CITI)
 - update every 3 years (Randi will send notification)
 - Everyone who works with data should be on the protocol and trained!

Reporting

- Number of participants needed for
 - IRB protocol amendments
 - NSF Annual Reports
- Findings & Publications needed for
 - NSF Annual Reports
 - The blog! http://mesospace.wordpress.com/

Outline

- Equipment
- Funds
- IRB
- Archiving

Archiving

- Languages in the Americas
 - AILLA
- Languages "Beyond" Mesoamerica
 - MPI at Nijmegen