

# MesoSpace 1b: Logistics

If you have further questions, contact  
Project RA Randi Tucker: [randi@buffalo.edu](mailto:randi@buffalo.edu)

# Outline

- Equipment
- Funds
- IRB
- Archiving

# Equipment

- 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)

# Equipment

- 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)

# Equipment

- 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

# Equipment

- 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)

# Equipment

- Demographic & Topography surveys
  - **Surveys and coding sheets** provided in Dropbox
- Recording
  - Video and audio (please provide own equipment)
- Funds: 150 USD for materials

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# 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!!



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REQUEST FOR TRAVEL ADVANCE

Travel advances are only issued when travel expenses have already been paid or other extenuating circumstances. Advances are for expenses incurred by the traveler themselves. Receipts for expenses along with the agenda or outline of travel must be attached. \*\*Use of UB'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 received in the Travel office at least 10 business days prior to travel departure date. Allowable registration fees should be processed on the Procurement Card.

RF ACCT # (Project Task Award)		Mail check to:		SEQUENCE NO: Travel Services use only	
		<input type="checkbox"/> Direct Deposit * <input type="checkbox"/> Home <input type="checkbox"/> Campus			
<a href="#">*Check Form must be on file, request Travel Services to assist</a>					
Traveler's Name (First, Middle Initial, Last)		Department		UB Person #:	
Home Address		City	State	Zip	
Campus Address		Departmental Contact		Campus Phone	
		Contact Email Address:			
Destination:		Traveler's Relationship to Program:			
Dates of Travel:		<input type="checkbox"/> Research Foundation Employee <input type="checkbox"/> SUNY Employee Working on Project <input type="checkbox"/> Other (Explain):			
Purpose of Travel: (agenda, program or invitation <u>must</u> be attached)					
<b>CALCULATION</b>					
Federally funded grants must adhere to the Fly America Act which requires use of a US Air Carrier					
Airfare costs	Confirmation/Itinerary and receipt must be attached.		x 100%		\$0.00
Lodging costs	Confirmation and receipt must be attached.				
	Days @ \$	\$0.00	x 80%		\$0.00
Other costs	Detail and verification of payment must be attached.				
Type	Amount				
		\$0.00	x 80%		\$0.00
Total		\$0.00			\$0.00

- I have read and consent to the terms and conditions set forth on the second page of this form.
- I understand that reimbursement will be in accordance with the federal per diem in effect on the date of travel.
- Where required, prior sponsor approval for this travel has been obtained.
- If the trip is cancelled for any reason, funds must be returned in full to the project, contact Travel Services for instructions.
- I will submit a travel voucher for this trip and include all appropriate receipts within two weeks of trip end date.
- I have familiarized myself with [project account](#) guidelines.

TRAVELER'S SIGNATURE: READ above prior to signing

DATE: \_\_\_\_\_

PRINCIPAL INVESTIGATOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVAL AUTHORITY SIGNATURE (REQUIRED WHEN TRAVELER IS THE PI) \_\_\_\_\_

DATE: \_\_\_\_\_

Operations Manager Designer Signature: Travel office use only \_\_\_\_\_

DATE: \_\_\_\_\_

# Travel Advance (Travel Services) 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 here

Juergen'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

Click on the instructions below for help in completing this form

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TRAVEL EXPENSE VOUCHER

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 travel office for further information.

Mail check to  Direct Deposit \*  Home  Campus

Acct. # (Project-Task-Award) \_\_\_\_\_ Sequence No. \_\_\_\_\_ (Travel Services Use Only) [ASN form must be on file - contact Travel Services to enroll](#)

Payee Name (First, Middle Initial, Last) \_\_\_\_\_ Department \_\_\_\_\_ UB Person # \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Required for non-employees

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Campus Address \_\_\_\_\_ Departmental Contact \_\_\_\_\_ Campus Phone \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Point of Departure Place: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Point of Return Place: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Travelers Relationship to Program  
 Research Foundation Employee  
 SUNY Employee Working on Project \_\_\_\_\_ %  
 Other-Must explain and include country of citizenship \_\_\_\_\_

Purpose of Travel: **Documentation must be attached** (i.e. conference brochure, agenda, invitation, or other information)

Date	From:	To:	Personal Car mileage	Mileage Exp. (link to view rates)	Plane*	Other Mode of Transport	Taxi, Bus, etc.	Total Amount
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
<b>TOTAL TRANSPORTATION EXPENSE</b>								\$ -

\* Air travel is only reimbursed at coach fare, If supported by federal funds, Foreign Air Carriers are not permissible. See "Fly America Act".

**LODGING & MEALS** [Link to per diems](#)

Date	Hotel Name	AMOUNT (Lunch is not allowable)			Miscellaneous Explain	Miscellaneous Amount	Total Amount
		Lodging	Breakfast	Dinner			
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>TOTAL LODGING &amp; MEAL EXPENSE</b>							\$ -

If any travel expenses were paid by another source, backup must be attached to support the claim.

<b>TOTAL EXPENSES</b> (Transportation + Lodging & Meals)	\$ -
<b>LESS CASH ADVANCE</b> Sequence No. _____	
<b>NET BALANCE</b> <input type="checkbox"/> To be returned by traveler <input type="checkbox"/> To be reimbursed	\$ -

I hereby certify that the above trip was taken for the purpose indicated, that the above account is just, true, and correct, that no part thereof has been paid, except stated therein, and that the balance stated is due and owing and reimbursable in accordance with Research Foundation regulations.

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Principle Investigator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approval Authority Signature: (Required if traveler is the PI) \_\_\_\_\_ Date: \_\_\_\_\_

Travel Voucher (Travel Services)  
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 here

Juergen's signature here

Expenses associated with commuting to or from work are not reimbursible.

# 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

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# Social & Behavioral Sciences Institutional Review Board (SBSIRB)

[http://www.research.buffalo.edu/rsp/irb/behavioral\\_sciences/](http://www.research.buffalo.edu/rsp/irb/behavioral_sciences/)

- Protocol
  - Use most up-to-date version
    - Available on blog <http://mesospace.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)  
[http://www.research.buffalo.edu/rsp/irb/behavioral\\_sciences/Submitting\\_Information\\_SBSIRB.cfm](http://www.research.buffalo.edu/rsp/irb/behavioral_sciences/Submitting_Information_SBSIRB.cfm)
    - 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/>

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# Archiving

- Languages in the Americas
  - AILLA
- Languages “Beyond” Mesoamerica
  - MPI at Nijmegen