MesoSpace 1b: Logistics

If you have further questions, contact
Project RA Randi Tucker: 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
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!!
Reimbursement/Advance/Payment Form

**Required: Itemized Description of Material/Service with justification of purchase or direct relationship to project**

<table>
<thead>
<tr>
<th>Itemized Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td></td>
</tr>
<tr>
<td>Check if Enrolled in Direct Deposit (RF Only)</td>
<td></td>
</tr>
</tbody>
</table>

Questions regarding this transaction request can be directed to:
Contact Name: 
Department: 
Address: 
Contact Phone #: 
Ext: 

Payee Certification: I certify that the above is just, true and correct; no part has been paid except as stated and a transaction will not be requested from another funding source.
Payee Signature (Not Required for Awards or Scholarships) Phone #

Please send form to:
- RF - Sponsored Projects Services, 402 Croft Hall
- State Reimbursement - Financial Services, 418 Croft Hall
- UBF - Center for Tomorrow.

Authorized Signature Phone #

Your signature here
Juergen’s signature here

**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
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

Other costs
Detail and verification of payment must be attached:
Type
Amount

Calculations:
- Actual
- Advance
- Advance Request

Confirmation/Itinerary and receipt must be attached.

Confirmation and receipt must be attached.

Confirmation and receipt must be attached.
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
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
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
Social & Behavioral Sciences
Institutional Review Board (SBSIRB)

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
    • 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
Outline

- Equipment
- Funds
- IRB
- Archiving
Archiving

• Languages in the Americas
  – AILLA

• Languages “Beyond” Mesoamerica
  – MPI at Nijmegen