



# IUSM MEDICAL SERVICE LEARNING

## Project Funding

# General MSL Budget Information

August 2015

Each MSL-sponsored project will have an annual budget reflecting planned income and expense. Project budgets must be approved by the Community Based/Co-Curricular Learning Coordinator.

- ▶ The annual funding received by the department of Medical Student Service Learning (MSL) is used to support sponsored projects, the Medical Student Service-Learning Group, the Gold Humanism Honor Society- student service related projects, and general MSL expenses.
- ▶ In addition, some funding is made available for other service-related projects and statewide project initiatives. This will include limited funding for service projects initiated by the student interest groups (SIGs) organized under the IUSM Medical Student Council. The goal is to foster equitable funding for student service projects regardless of the funding source.

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- ▶ Each MSL-sponsored project will have an annual budget reflecting planned income and expense.
- ▶ Proposals for funding for a sponsored event are submitted to Lisa Christy
  - ▶ Proposals must be submitted at least thirty (30) days in advance of event.
  - ▶ Events must address service-learning elements of project.
  - ▶ Travel—related events: some MSL sponsored projects requiring travel can receive funding for domestic. For approved international project trips, students may receive up to \$500 each. All travel must comply with IU Travel.
  - ▶ Student interest groups, campus partners and committees requesting funds, may be asked to demonstrate that they are drawing on other funding sources where possible for matching funds. These would include IUPUI SOG and other grants; gifts from alumni and others; clinical department support; and student project income.

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- ▶ Collaborative projects engaging participants from multiple MSL projects and statewide initiatives can be given special consideration.
- ▶ IUSM Student groups may also be considered for MSL funding of \$100 per year for service-learning programs/initiatives. To be considered for these funding, groups should follow MSC funding procedures; if determined to be service-related, the proposal will be referred to MSL for further consideration of funding.
- ▶ Regional campus student project/initiatives with a primary service-learning focus may apply for supplemental matching funds up to \$500 annual for any one project through the MSL office. Refer to MSL funding guidelines for specific qualification/consideration.

# How to Request Funding

- ▶ When planning your event please contact Lisa Christy ([christyl@iu.edu](mailto:christyl@iu.edu)) at least 30 days prior to the event and include the following items:
- ▶ Name of Project
  - ▶ Budget outline
  - ▶ Details of items needed (next slide)
  - ▶ Name, date, and location of event
  - ▶ Estimated attendance
  - ▶ Submit attendance sheet after events

Please note: Larger projects requiring contracts, fundraising and other contractual/logistical items may require advance planning (as much as 3-6 months).

# Detailed Items

- ▶ Food
  - ▶ Food on campus should comply with the Chartwell's exclusivity policy and will require a purchase order.
- ▶ Non-food items (i.e. shirts, printed materials and other)
  - ▶ Must be ordered through an approved vendor and can be ordered using a purchase order.
  - ▶ Lisa Christy can help you determine if your vendor is on the IU approved list.

# Reimbursement for “Exceptions”

In most cases it is not necessary for a student to purchase items out of pocket. When it becomes necessary these transactions are considered exceptions by the university.

- ▶ Exceptions (out of pocket costs):
  - ▶ Food purchases under \$100
  - ▶ Non Food purchases under \$250
  - ▶ All expenditures must comply with existing university policies and procedures and be approved in advance by the MSL office.
- ▶ Payments will not be requested until after all documents have been submitted to the Lisa Christy. All receipts for reimbursement must be submitted to MSA with a **NO LATER THAN 3 DAYS** after the event.

# Reimbursement for “Exceptions”

- ▶ Submit hospitality form and itemized receipts including proof of payment.
- ▶ Some receipts should not be paid by reimbursement, (i.e. large purchases and rentals) an invoice is necessary to create a Purchase Order from the University. It is advisable to have proposals with these types of expenses submitted to MSA prior to the vendor contact to ensure paperwork and payments are submitted appropriately. In these cases, it may take up to 30 days to process these payments after the invoice has been submitted to MSA.



# Resources

- ▶ IUPUI Food Service
  - ▶ <http://www.dineoncampus.com/iupui/>
- ▶ Procurement Services (purchasing, contracts, approved vendors, etc.)
  - ▶ <http://www.indiana.edu/~purchase/>
- ▶ Risk Management
  - ▶ <http://inlocc.webhost.iu.edu/SiteMap2.cfm>
- ▶ Travel Management Services
  - ▶ <http://www.indiana.edu/~travel/index.shtml>