

**Penn India Research and Engagement Fund Call for Proposals**  
**Frequently Asked Questions**  
**December 2017**

- **I am seeking to apply to IREF for a small-scale, start-up project. Will the size of my project be a disadvantage if I apply to IREF?**

Absolutely not. We encourage proposals for projects of all size to apply to IREF, as long the proposed budget exceeds the \$25,000 minimum funding threshold. All proposals will be evaluated in the exact same way (please refer to “Review Process” in the guidelines), regardless of the size of the proposed budget.

- **My program doesn’t involve research or holding academic conferences in India. Am I still eligible for funding?**

Yes. In fact, we encourage diversity in approaches to India engagement, especially in the area of student engagement.

- **Why does IREF restrict international airfare purchases to five ticket per year?**

One underlying assumption of IREF is that it will increase sustained activity by Penn faculty, staff and students on the ground in India. The five round-trip tickets per year restriction is designed to encourage project leaders to allocate resources to in-country activities.

- **Can I fly business class to India?**

IREF funds can only be used for economy class tickets. You may purchase an upgrade with additional funds in accordance with your School or Center’s policies.

- **I already have ongoing projects in India. Is it possible for IREF to fund them?**

Yes. As long as the projects meet the goals and selection criteria of IREF, we will be glad to fund them, even if they are ongoing.

- **Can the match funding be direct payments to outside vendors from an external funding source?**

The preferred method is that all award expenses be recorded on Penn’s books (i.e., Penn receives the funds from the external funder and then pays for the cost of the goods/services). Direct pay by external funding source(s) should be employed **only** in cases in which Penn Global Support Services deems this method advantageous/necessary for tax, compliance, or other reasons.

- **Can I accept payments from individuals for project related activities in India (i.e., conference fees, etc.)?**

Any individual or corporate funding should be collected by UPenn as we do not have accounts in India to accept funds.

- **For acceptable forms of program revenue (i.e., sponsorships), can the revenue be part of my 50% match?**

No, Penn IREF provides funds for those expenses not already supported by program revenue, so any program revenue (i.e., sponsorships, etc.) should be deducted from the total Penn IREF expenses prior to

calculating the allocation between the Provost and the School/Center. For example, if a Penn IREF budget totals \$100K in expenses and there will be \$10K of program revenue with a 50% requested split, the components of the proposed budget would be as follows:

Penn IREF Expenses	\$100K
Program Revenue	<u>(\$ 10K)</u>
<b>Total Penn IREF Budget</b>	<b>\$ 110K</b>

<i>Provost Funding</i>	\$ 55K
<i>Required Matching Funds</i>	\$ 55K

➤ **Does the Penn IREF proposal review process supersede my School/Center policies/protocols?**

No, the Penn IREF review process ensures that your award meets the Penn IREF guidelines; however, you should still subject your project to the same internal processes/reviews as it would for any educational, research, event or other School/Center project.

➤ **How do I handle the following situations regarding hiring, contracting with, and paying service providers in India (excluding researchers – see next question)?**

- **I need help identifying, contracting with, and paying a provider for services in India such as tour guiding, catering, translation, etc.**

The Penn alumni network in India is robust with five active alumni clubs in located in Bangalore, Chennai, Delhi, Kolkata, Mumbai. Additionally, Penn's partnership with UPIASI in Delhi may be able to provide insight and guidance in these areas. In your request, please note that you are a recipient and/or applicant of the Penn India Research and Engagement Fund.

- **How do I handle paying honorariums to speakers, participants, or others?**

You should follow standard University instructions regarding honorarium, including confirmation this is NOT a contracted fee for service. Payments will be made from the United States via check or wire, depending on the information provided. A [foreign source certification](#) form has been developed for use where the activity occurs outside the United States. The Comptroller's Office, [Tax and International Operations](#), can assist.

➤ **How do I hire, contract with, and pay individuals such as research assistants in India?**

The recommended option for hiring individuals such as research assistants in China is to have a local partner institution hire, contract with, and pay the individual, and then have that institution invoice your School/Center directly. If you are not able to determine a partner institution to hire the individual, please contact the office of Global Support Services: [dofglobals@upenn.edu](mailto:dofglobals@upenn.edu).

➤ **What if I have a Penn employee in United States who travels to India for the project?**

If that individual's time in India is expected to be 90 days or less, there are no additional requirements – you would handle it as a business trip. Business travel standard policies will apply, see <http://cms.business-services.upenn.edu/penntavel/policies.html>. For short-term travel to the India and related visa requests,

please see the GSS Travel Logistics website for information and links to CIBT visa, our preferred visa processing service. All United States citizens traveling to India will require a visa.  
<https://global.upenn.edu/gss/travel-logistics>.

If the project time in India exceeds 90 days, please contact Global Support Services as additional procedures may exist.