

Penn China Research & Engagement Fund (Penn CREF)

Frequently Asked Questions

December 11, 2017

- **I see that a lot of Penn CREF-funded projects are relatively large-scale projects with funding over \$100,000. However, the project that I am seeking funding for is a small one. Will the size of my project be a disadvantage if I apply to Penn CREF?**

We encourage proposals from projects of all sizes to apply to Penn CREF, 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 project doesn’t involve research or academic conferences in China, which seem to be common components of previous Penn CREF-funded projects. Am I still eligible for funding?**

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

- **I already have ongoing projects in China. Is it possible for Penn CREF to fund them?**

Yes. As long as the projects meet the goals and selection criteria of Penn CREF, we will be glad to fund them, even if they are ongoing. However, we cannot provide support retroactively nor support projects that will be completed prior to completion of our proposal review process.

- **The majority of my activities in China are in areas outside of Beijing, where the Penn Wharton China Center is based. In that case, do I still need to demonstrate significant use of the Penn Wharton China Center?**

Yes. Penn CREF facilitates activities all over China, and Penn Wharton China Center is a wonderful source of support for activities outside of Beijing as well. Use of Penn Wharton China Center can include facilities at the Center, available services that the Center provides, staff support, etc. If you might have any questions, we would be glad to work with you on how to most effectively use Penn Wharton China Center for your project.

- **What is covered by the Penn CREF facilitation fee?**

The Penn CREF is designed to promote School and faculty engagement in China *and* use of the Penn Wharton China Center (PWCC). To that end, there is an expectation that Penn CREF-supported projects will conduct a substantial amount of activity at the PWCC. In order to support that activity, a portion of funding from each Penn CREF-funded project will be applied to the direct and indirect costs of using the Center. The facilitation fee covers:

- Use of the China Center facility, including the tiered classroom, flat classroom, plaza event space, faculty offices, and meeting rooms (up to 10 people capacity, total of 8 conference rooms), along with electronic and other on-site signage, all based on booking availability
- Event Support up to 6:00 p.m. on weekdays, including event setup, knockdown, and cleanup; event check-in support; AV/IT event support specialist; and AV/IT testing
- Use of presentation equipment, telepresence equipment, and video conference equipment
- Assistance with identifying, contracting, and paying service providers (i.e., translators, tour guides, caterers, etc.) in China
- Some basic translation services for things like signage, name lists, agendas
- Faculty “touch-down” and office space on a short-term basis, IT support, internet access, and in-office printing
- Preparation of visa letters
- International calling
- Super high-speed internet connectivity between Center and campus; ability to log into Penn’s campus systems, as well as common internet tools, e.g. Gmail, YouTube, etc.
- Basic office supplies
- Access to office automation equipment: high-speed copier, scanner, color laser printer machines
- Receiving and temporary storage of packages from overseas or China (with pre-notification and agreement of PWCC)

➤ **What is the base for the calculation of the Penn CREF facilitation fee?**

For proposals requesting a 50/50 match, the 20% facilitation fee should be calculated on the total Penn CREF funds included in your proposal. “Total Penn CREF funds” are all allowable costs, including both the 50% requested from the Provost’s Office and your 50% match.

For proposals requesting less than a 50% match from the Provost’s Office, the facilitation fee should be calculated on twice the request amount. For example, if your total allowable costs are \$500K and you are requesting \$200K in Provost Funds (a 40% match), the facilitation fee should be calculated on \$400K (twice your request amount), for a total facilitation fee of \$80K (\$40K paid by the Provost’s share and \$40K paid with your matching funds).

➤ **What are some out of pocket services not covered by the facilitation fee and where can I find the costs for these services?**

- Off hour support for event time after 6:00 p.m. and on weekends – see PWCC price list
- HVAC supplemental time – after 7:00 pm and on weekends – see PWCC price list
- Interpretation and translation – to be quoted per project by PWCC staff based on requirements
- Catering – to be quoted per project by PWCC staff based on requirements
- Printing services
 - a. Local printing of bilingual business cards – see PWCC price list
 - b. Production of bilingual name tags – see PWCC price list
 - c. Production of bilingual table/tent cards – see PWCC price list

- Payroll service fees and Chinese IIT (tax) withholdings for temp employees or Independent Contractors hired by the Center for the project, including employment and labor related documents/compliance

The PWCC price list is available upon request. Please contact chinaevents@pwcc.upenn.edu for the most up-to-date copy of the price list. In your request, please note that you are a recipient and/or applicant of the Penn China Research and Engagement Fund.

The Penn Wharton China Center reserves the right to charge additional fees for costs and expenses incurred.

➤ **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 China (i.e., conference fees, etc.)?**

No, the PWCC business license precludes us from accepting payments from individuals for conferences, events, etc. in China. Other forms of revenue, such as institution or corporate sponsorships, are acceptable. Please contact Penn Global Support Services if you have questions as to what types of revenue/payments are allowable under the PWCC business license.

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

No, Penn CREF 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 CREF expenses prior to calculating the allocation between the Provost and the School/Center. For example, if a Penn CREF 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 CREF Expenses	\$100K
Facilitation Fee	\$ 20K
Program Revenue	<u>(\$ 10K)</u>
Total Penn CREF Budget	\$ 110K

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

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

No, the Penn CREF review process ensures that your award meets the Penn CREF 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.

➤ **Who should I contact to schedule/arrange events to be held at the China Center and services to be provided by PWCC staff?**

To arrange events at the China Center, and/or receive a copy of the event planning packet, please contact chinaevents@pwcc.upenn.edu. In your request, please note that you are a recipient and/or applicant of the Penn China Research and Engagement Fund.

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

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

The PWCC can help you identify the service provider as well as draft the contract and make the payment arrangements. The Center will then bill the cost of the service to your award account so that you will not need to make direct payments to the Chinese service provider.

• **I have already identified a service provider in China; do I still need to work with the PWCC for contracting and paying?**

We recommend that even if you have identified your own service provider in China, you still arrange for the PWCC to handle the contracting and payments, especially if the provider will want to be paid in China in local currency. Penn engagement of the provider may be acceptable where Penn is settling a vendor invoice from the US. Payments to Chinese individuals will require further review (see below).

• **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. If this is a fee for service, a service contract is required in China so you should contact the PWCC who can assist you with the contracting and payment.

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

It is important to note that Chinese Nationals must have a contract in order to perform work in China. You should not pay any individual a fee for service in China without a contract. 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 PWCC who can either help you find a partner institution or arrange other means for hiring and paying the individual.

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

If that individual's time in China 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 PWCC and related visa requests,

please see the GSS Travel Logistics website for information and forms for a visa invitation letter request. All United States citizens traveling to China will require a visa: <https://global.upenn.edu/gss/travel-logistics>.

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