

DATE: May 3, 2019

TO: Associate Professor Elmer Mojica – Dyson – Chemistry & Physical Sciences – NYC Campus

FROM: Dr. Vanya Quiñones
Provost and Executive Vice President for Academic Affairs

I am very happy to be able to tell you that your application for a Scholarly Research Award has been approved. Please note the following information which pertains to your particular award and how it should be processed.

_____ Your application indicates that you have been awarded \$_____ and that you require a budget account so that you can draw upon your grant as expenses arise. All equipment purchases require the establishment of an account. We are asking the Comptroller's Office to get in touch with you directly concerning procedures for drawing upon your new account. Please note that you must submit invoices or receipts for all items charged against your account. Anything other than a one-time payment, including equipment purchases, requires a budget account.

X_____ Your application indicates that you have been awarded **\$3000** and that you already have a Scholarly Research index, **P1131** we are asking the Comptroller's Office to credit to that account the amount of your new award. Be reminded that invoices must accompany all requests for payment. Equipment purchases are also processed via your Scholarly Research account. Please arrange any equipment purchases through the University Purchasing Department. Your department must submit a letter of responsibility for the equipment so that the purchase order may be approved. **If your actual expenses exceed the amount awarded, that amount should be coded to index XXXXX (indicates non-payment).**

_____ Your application indicates that you have been awarded a released-time teaching grant for ___credits for the ___semester. The Comptroller's Office has been informed.

***** Funds for this award will be available for up to 2 years from the date of this letter. *****

To be reimbursed by Pace University, you must submit all original receipts and a copy of this original award letter through Chrome River. Chrome River can be accessed through the [Pace Portal website](#). Please refer to Pace University's [Travel and Expense Reimbursement Policy](#) for specific guidelines for expense reimbursement.

If you have any questions, please call Liza Bell at extension 11555. Once again, congratulations on receiving a Scholarly Research Award. I wish you every success in your scholarly endeavors.

cc:
Zafir Buraei
Dean Nira Herrmann