

Payment Procedure for \$100 Postdoc Responsible Conduct of Research (RCR) Fee

This fee is to be paid for each new postdoc at MUSC. This applies to postdocs funded by stipends, via payroll, as well as for visiting postdocs that are not being financially supported by MUSC. This is not considered a “pre-employment fee” so it is authorized to be charged to grants. Velma Stamp, Director, Grants and Contracts Accounting, is aware of this fee. She wants everyone to be aware that as this is new, we are testing the waters relative to charging it directly to grants; therefore, if it were to be questioned by the sponsor the costs would have to be covered by departmental funds. As it stands now, the fee is being allowed to be charged to grants here at MUSC.

IITs may be submitted via the following methods:

Fax to 792-6590, attn: Karla Locklear

Email to locklear@musc.edu

Hard copy to:

MUSC College of Graduate Studies
MSC 501, 102 BSB
Attn: Karla Locklear

Please include the following in the IIT:

Full name of the post doc for whom the fee is being paid

Please use expense account number 50237 as this is a registration fee for a course.

If using MUSC Foundation funds, please list on the check request to deposit the funds to the udak listed below. Please send an email to locklear@musc.edu including the post doc’s name, so that Karla knows to expect a payment coming in this way.

MUCU 2502000 64073 9915

If you need to pay this fee in some other manner or have any questions concerning this matter, please contact Karla Locklear at 792-4345 or locklear@musc.edu.

This fee is separate from any fees affiliated with registering for a course through the Office of Enrollment Mngt. There will not be a tuition bill created for this fee.

The IITs should NOT be submitted to Student Accounting for this fee.