

Frequently Asked Questions HIP Crossover Projects

- What is a Crossover project?
These are opportunities that address two (or more) of the four QEP HIP areas (Internships, service-learning, study abroad, and undergraduate research). For example, the creation of a service-learning/study abroad or international study abroad/internship. Crossover opportunities provide faculty, staff and students an opportunity to create new or enhance existing projects/activities that are directly related to multiple QEP HIP areas.
- Can I submit more than one proposal?
Yes, the Learning Opportunities Center welcomes faculty, staff and students to apply for as many projects as they wish.
- Can students apply for Crossover funding?
Yes, but they must be sponsored by a faculty or staff member who will assist with the implementation of the QEP project/initiative.
- How do I purchase materials required for my project?
Purchases are all processed through Govs E-Shop. Once your proposal has been approved, contact the Learning Opportunities Center Administrative Assistant, Joi Garrett (garrettjg@apsu.edu) to submit these requests.

Reimbursement:

If you purchase the materials yourself, provide a receipt and proof of payment to submit to Accounts Payable. Note that APSU is tax exempt - we cannot pay or reimburse sales tax. ****Please be sure to have anything purchased pre-approved by the QEP Director (Ashlee Spearman) prior to requesting reimbursement****

Amazon Order:

If the materials are available through Amazon, a request may be made via Govs E-Shop. Joi Garrett can assist with this process (garrettjg@apsu.edu)

Purchasing Card (if available):

A department purchasing card may be used, if available. The following items are restricted:

- Sales tax
- Hotels and motels (with exceptions)
- Cash
- Entertainment expenses
- Memberships and subscriptions
- Maintenance or service agreements
- Controlled substances
- Banking services
- Guest meals
- Fuel
- Personal itmes
- PayPal

Sam's Club:

Items can be purchased at Sam's Club. Contact the Purchasing Office at 221-7473 for the appropriate forms and process.

- Can this money be used for catering as part of an event?
Yes. However, if the event is held on campus, catering must be requested through Chartwells. For information on prices and menus, contact Loretta Bearden in the Catering Office at 221-7016. Payment for catering is processed through Govs E-Shop.
- What types of items require a contract?
Personal services and software agreements typically require a contract, although there are other items that do as well. Various forms for these contracts can be found on the Office of the University Attorney webpage at www.apsu.edu/legal-affairs/forms. Note that these forms must be executed before your event takes place. be sure to submit them early as they can take some time to complete.
- The project I am proposing does not completely relate to my degree area. Can I still apply?
Yes! The project does not have to directly relate to your discipline or degree program in order for you to be eligible to apply. However, the project does have to relate to one of the four QEP HIP areas.
- Do I need to gain signature approval from the Office of Research and Sponsored Programs?
No, since this is an internal grant opportunity you do not have to obtain approval from the Office of Research and Sponsored Programs.
- Can I purchase gift cards for students or speakers with this grant money?
Unfortunately, per TBR policy, we are unable to purchase gift cards with University funds. For more information on what items may be purchased, contact the Business Office at (931) 221-1037.
- Are we able to pay for items up-front, such as reservations for lodging?
No, the university is not able to pre-pay for any event or reservation. For more information on payment procedures, please contact either the Business Office at 221-1037 or the Purchasing Office at 221-7434.
- What if I do not use all of the funds allocated for my project?
All unused funds must be returned to the QEP Office (Learning Opportunities Center) within 10 days of the project end date.

For more information regarding QEP HIP Crossover projects, please contact Dr. Ashlee Spearman, Director of the Quality Enhancement Plan, at (931) 221-7045 or spearmana@apsu.edu.