With the merger of administrative operations between Wright Center and IDAS, we have consolidated most daily functions, such as purchasing, travel and events, with the help of IDAS personnel (Rena Edwards, RMCCUTCHENED@vcu.edu/828-3793 and Bernita Randolph, bcrandolph@vcu.edu / 828-3793). Monthly activities, such as the monthly reconciliation and reporting of grant and other funds will be performed by Mary Simmons (mfsimmons@vcu.edu / 828-4155).

**PURCHASING – Outside Vendors (purchase orders, p-card transactions)**

1. All purchasing requests to outside vendors begin with the completion of the internal Order Form/Service Request. The REDCap form, which is located on-line at https://cctr.vcu.edu/staff-resources - “Purchase Order”

2. The Order Form may be completed by the purchaser or a designee, such as a research assistant. Information about the purchaser (name, area, etc.), the product to be ordered, the vendor, and payment information (VCU index) should be included.

   If completed by a designee, the email address of the Index Owner must be included (last section). This will allow REDCap to route an approval email to the Index Owner. This approval serves as audit documentation, which is particularly important for items purchased with grant funds.

   If the expenditure request is being made for participant recruitment advertising, please be prepared to confirm whether or not your study has been approved by the VCU Treasury Office to make participant payments.

3. Once all information is successfully collected and authorized in REDCap by the requestor, Rena’ Edwards will receive a confirmation notification from REDCap. It will be from that notification that she will initiate the purchase, either by way of a VCU purchase order or a VCU p-card.

4. If the vendor is internal to VCU, such as MBSC Supply Core, Clinical Research Services, CARI MRI, or other internal service provider who create invoices, it would not be necessary to submit a CCTR Order Form via REDCap. But it would be your responsibility to ensure the administrative office has copies of the appropriate source documentation for your charges for purposes of reconciliation.

Primary Contacts:  
Rena’ Edwards  
RMCCUTCHENED@vcu.edu  
804-828-3793  
Bernita Randolph  
bcrandolph@vcu.edu  
804-828-3793  
Mary Simmons (Alternate)  
mfsimmons@vcu.edu  
804-828-4155 or 804-828-3793

Updated: October 2019
EVENTS

1. Center or Institute events are to be coordinated through our Administrative office. This ensures all public relations, room reservations, catering, etc. needs are centrally managed.

2. Those planning events requiring Center or Institute resources are to submit their event planning needs TWO WEEKS PRIOR to the event by the completion of an Events Planning Form, which is a REDCap form located at [https://cctr.vcu.edu/staff-resources - Events](https://cctr.vcu.edu/staff-resources).

3. The Events form should be completed with event information, contact information, attendee information, location needs, PR/marketing needs and if food is needed. You also have the ability to upload to flyers or other relevant documentation.

4. Please be aware that any food (catered meals, etc.) is subject to VCU policy and subject to approval by Dr. Moeller. Alcohol is subject to stricter policies and regulations.

5. It is the responsibility of the event holder to follow up with the event coordinators to confirm the number of attendees 24 hours prior to the event to ensure any food order is correct or requires modification prior to delivery. This helps minimize waste and over-ordering.

Primary Contact: Mary Simmons
[ mfsimmons@vcu.edu](mailto:mfsimmons@vcu.edu)
804-828-4155 or 804-828-3793
TRAVEL – using VCU funds

1. All travel for VCU business begin with the completion of a CCTR Request form. This is a REDCap form also located at https://cctr.vcu.edu/staff-resources - “Travel Request”.

The purpose of this form is for our travel coordinators to collect all needed information in one place before they proceed with making your travel arrangements via Chrome River and Christopherson Business Travel Services. Otherwise, your presence would be required as they made your travel arrangements.

Information needed for travel planning includes purpose of trip (conference, research collaboration, etc.), index to be used to pay for the trip, travel destination, travel dates, transportation needs (train, plane, etc).

2. For the If the travel is to be paid by the traveler’s grant index, the traveler may use their supervisor as the approver. If the travel is to be paid from Center/Institute funds, either CCTR or IDAS, the travel must be approved by Dr. Moeller.

3. To ensure continuity of services, all CCTR and IDAS faculty and staff who travel for university business should select Bernita Randolph and Mary Simmons as their travel delegates in Chrome River and Christopherson applications.

4. Travelers are encouraged to submit their plans as far in advance as possible to ensure best prices for plane tickets and early bird registrations.

5. Once travel requests are received and approved, the assigned travel coordinator will work with the traveler to make the needed arrangements and submit the appropriate Chrome River travel authorization (before the trip occurs) and Chrome River travel reimbursement (after the trip occurs).

6. Please note that if the traveler is a guest (individual not employed by VCU), the same policies will apply if a VCU index is paying for the travel.

Primary Contact: Bernita Randolph (Lead - IDAS)
bcrandolph@vcu.edu
804-828-3793

Mary Simmons (All Other Travel)
mfсимmons@vcu.edu
804-828-4155 or 804-828-3793
Request to Hire (Post Vacant Position)

1. All requests to post a vacant position or create a new position begin with the submission of job information for the requested position. The REDCap form, which is located on-line at https://cctr.vcu.edu/staff-resources - “Human Resources: Request to Recruit/Post Position”

However, we encourage you to discuss your hiring needs with Administration before submission of this form as all new positions are approved based on budgetary needs and availability.

Please know this process also includes volunteers and visitors who will be part of the research clinic operations. This is because these positions are considered to be “sensitive” and require a different type of criminal background checks if they will be in close proximity to research participants, children, etc.

2. When completing the on-line form, please provide the following information:
   a. supervisor information
   b. index information (how position will be funded and for how long)
   c. basic position information (faculty, staff, new position, replacing current employee, etc.)
   d. position needs (new computer, new phone line, office location, etc.) that will need to be purchased and/or provided
   e. who will responsible for first day orientation

3. Once received, Hilary Sullenberger or Elizabeth Fortune will ask to meet with the supervisor to walk through the recruitment/hiring process.

Primary Contact: Hilary Sullenberger - Primary
sullenberghe@vcu.edu
804-827-1527

Elizabeth Fortune – Alternate
efortune@vcu.edu
804-827-1936