

Guidelines on Using Research Kitchens Funds AY 2024-25

| Appendix A: Research Kitchen Spending Guidelines |

Note: It is recommended to use the table of contents below or enable the outline function in Google docs (click view → show outline) to navigate through relevant sections.

Funding for the Research Kitchens constitutes a significant portion of the Division's overall research provision. It is essential that this resource be effectively and prudently administered, to maximize the Kitchens' research impact but also to enable the redeployment of unused or underutilized resources to other endeavours during the academic year.

To facilitate the management of Research Kitchens' budget, each Kitchen and each project will have access to a budget tracker reflecting their budget balance at any given time.

Additionally, Research Kitchens' awards will become more binding.

- 1) In October, at the time of the award confirmation, each Kitchen will be called to provide an updated budget for each project, as well as a set of timelines for the delivery of activities of each project.
- 2) Funds designated for a specific type of expense should be utilized exclusively within that category.
- 3) Activities that do not take place by their scheduled dates will result in a reallocation of funds to the divisional research pool.
- 4) Kitchens are allowed to rebudget their funds once during the academic year, by February 1. The rebudgeting exercise enables kitchens to reallocate resources among various projects as needed. It also provides an opportunity to identify and return any surplus resources to the divisional research pool.
- 5) Project members who overspent on their project will be held financially responsible for any budget fail.
- 6) Kitchens that do not deliver on their pronounced commitments, whether in terms of annual spend rate or academic/artistic production, may expect this to be reflected in the processing of further budget requests.

Please note that it is not uncommon for faculty research grants and Research Kitchen funding to be supporting the same activities. Kindly be mindful of the ways in which you are utilizing each funding source: always verify the chartfield you would like to charge, and in case a Research

Kitchen fund is tapped, make sure to document how the funded activity conforms with the goals and approved budget of a given RK project.

All kitchen spending must comply with the [NYUAD Research Accounts Spending Guidelines](#) and related NYU & NYUAD policies/guidelines/procedures referenced therein. Expenses using research funds need to be fully documented with specific reference to the research/scholarly/creative activity being undertaken. The Dean's Office can request further academic justification for specific activities, beyond what is stated in the proposal, before spending is approved.

Reach out to [Adminlink](#) for Concur support.

Application and Reporting deadlines for AY2024-25 |

A. The Early Decision track

This track is intended to ensure the continuity of existing research projects, enabling the Kitchens to plan ahead for Fall 2024 activities. Proposals for this track are limited to events and other types of research activities to take place in the Fall 2024 semester, and for which advanced planning over the summer is required. New projects are ineligible to use this track; the activities proposed should be continuations of previously-existing kitchen configurations. The proposals should be as limited and specific as possible about the details of the activities for which advanced funding notification is needed. These will be accepted on a rolling basis, and a decision will be made within approximately two weeks of receiving the proposal.

To request funding for Fall 2024 events and activities through the Early Decision track, please use [this form](#).

B. The Standard track

All other funding requests for new and continued projects should be integrated into a single Kitchen proposal. The deadline for applying for AY 2024-'25 funding is **September 1, 2024**. The Request for Proposals can be found [here](#) or on our [divisional website](#). Please submit your application to nyuad.ahdean@nyu.edu and nyuad.researchkitchens@nyu.edu.

Financial deadlines for AY2024-25 |

Goods: The deadline for procuring goods above \$1,350 (which would require a purchase order) is **July 15, 2025**. Goods must be received by August 31, 2025.

Services: The deadline for procuring services from companies above \$3,000 (which would require a purchase order), is July 15th. Services must be rendered by **August 31st**.

The deadline for procuring services from individuals through [Upwork](#) as well as extensions and amendments of existing external engagements is May 30, 2025. Services must be invoiced by **August 20, 2025**.

The deadline for using AY2024-25 Kitchen funds is August 31, 2025; kindly confirm on the [Upwork](#) platform that services have been performed by **August 20, 2025** to ensure sufficient timing for processing. If you did not use the full amount of your engagement, kindly contact Mariam AlShehhi (maa963@nyu.edu) as soon as possible. Concur reimbursement requests should be submitted by **August 26, 2025**. Summer Research Assistantship hours should be approved by **August 20, 2025**. Research Kitchen funding cannot be rolled over to AY2025-26. Unused funds can be requested anew under the 2025-'26 Request for Proposals.

The deadline for submitting the '24-25 NYUAD Research Kitchens Annual Report is **August 31, 2025**. The report template will be made available on the [Divisional website](#) under the Research Kitchens heading. Please submit the final report to nyuad.researchkitchens@nyu.edu.

Please contact nyuad.researchkitchens@nyu.edu if you require general guidance. Please reach out to [Adminlink](#) for administrative support.

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| Research Kitchens Chartfields |

Approved research expenditures can be raised using the appropriate Research Kitchens chartfield:

Research Kitchen	Fund	Org	Program	Project	Account
Anthropocene: Urbanism, the Environment, and Sustainability (AUES)	76	71220	ADHPG	AHRK1	
Culture, Rights, and Representation in/for the 21st century (CRR21)	76	71220	ADHPG	AHRK2	
Heritage, Memory, and Mobility (HMM)	76	71220	ADHPG	AHRK3	
Writing, Languages, and Pedagogy (WLP)	76	71220	ADHPG	AHRK4	
AI Mashhad	76	71220	ADHPG	AHRK5	

Account codes for OTPS expenditures can be found [here](#).

| Research Kitchens Website |

The Research Kitchens website is accessible through the following URL:
nyuad.nyu.edu/researchkitchens.

Updates to web pages can be requested by email to nyuad.researchkitchens@nyu.edu.

| Crediting the NYUAD Research Kitchens |

When publicizing any events or posting any content on websites/ platforms/ posters that are related to the NYUAD Research Kitchens, please make sure to use the crediting language:

“This work is sponsored/ supported/ funded by the NYU Abu Dhabi Arts and Humanities Research Kitchens”

+ add a photo of the [Logo](#)

| Student Assistantship Program |

The Student Assistantship Program (SAP) provides students the opportunity to earn money through part-time, hourly engagements with NYUAD staff or faculty. Student assistantships are held by current matriculated undergraduate or graduate students studying at NYUAD during the academic year.

Student assistantship positions should take place in person.

Information on the Student Assistantship Program, including how to get started can be found on the program's [intranet page](#).

Rate of Pay

Undergraduate Students: \$10.48 USD or 38.50 AED/hour (stipend applied to their FAB cards)

Graduate Students: \$16.06 USD or 59 AED/hour (direct deposit)

Steps

1. Draft a job posting using the [Job Description Template \(DOCX\)](#)
2. Post your job on Handshake referring to the [Handshake Job Posting Guide](#) | [Handshake Posting Tutorial](#)
3. Complete your hire by submitting a [Hiring Request Form](#)
You'll need to input your chartfield details
4. Approve Student Assistant hours

Supervisors approve hours on the Student Assistant Timesheet Management system on the 6th and 17th of each month. You should be prompted by email to approve hours or you can approve hours under the "Student Assistants" tab on the SAP [intranet page](#).

🏠 > Human Resources > Internal Hiring > Student Assistantship Program > **Student Assistants**

Student Assistants

Program Guidelines Hiring Request Form **Student Assistants**

Select a student below to review and approve timesheets.

You currently do not have any student assistants. If this is an error please contact us at onboarding.studentassistantship@nyu.edu

Contacts |

Amal Mohammed

Student Employment Coordinator

am13099@nyu.edu

onboarding.studentassistantship@nyu.edu

| Hiring Graduating Students |

The Post-graduation Practical Training Program (PPTP) allows faculty to appoint graduating NYUAD students to work on short-term research projects during the summer following their graduation. The deadline for submission of appointments is typically end of March.

More Information on the Post-graduation Practical Training Program (PPTP) can be found on the program's [intranet page](#).

- PPTP positions must be full-time (35 hours per week for a minimum of 3 weeks) and students must be based within the UAE. PPTP positions may also include an additional cost to cover on-campus housing*
- Students must have a valid UAE student residence visa through July 31, 2025.
- Students enrolled in the PPTP program must be paid via PS research funds.

*Students must be based on campus/within the UAE to be eligible for PPTP positions. If a student has graduated and will be based outside of the UAE, the supervisor may wish to consider appointing the graduated student via an external engagement. Faculty should contact the **Post-Award Research Administration Team** to understand whether this is possible.*

*In AY2023-2024, the salary rate for an undergraduate PPTP is USD\$500/week (35 hours). The weekly on-campus housing cost is an additional USD\$188/week. PPTP appointments are at least 5 weeks between May 29 - July 25, 2024. The salary rate for a graduate PPTP is USD\$770/week (35 hours). If the student is currently residing on campus, they may remain in their apartment until July 31, 2024, as per their lease agreement. Graduate PPTP appointments may take place between July 11 - July 25, 2024.

| On Events and Gatherings |

In-Person Events |

In-person events are permitted and can be supported with sufficient notice. Please contact [Adminlink](#) for support with this process.

The Arts Center Space Request Process |

Requests for using venues in The Arts Center (Blue Hall, Black Box, Red Theater & The Lobby) must be submitted using the [EMS Space Reservation System](#) or through [Adminlink](#). Please plan to do so at least four (4) weeks in advance.

Public Events and DCT Clearance |

Events that are open to the general public in-person or online, or have invited external guests and are publicized, must be registered through the government event licensing system with the Department of Culture and Tourism. Registration is not required for internal events that are only open to members of the NYUAD community or invite-only guests.

All university events, whether in person or online, that are ***open to the public*** require clearance by the [Department of Culture and Tourism](#) (DCT). [See the FAQs](#) for more information on the approval process. All required information should be submitted 30 days before the event (60 days in advance for film screenings). This allows for enough time to process the submission.

Events advertised with the following disclaimer ***do not*** require DCT clearance: “Open to the NYUAD community by invitation only.”

A Zoom registration feature should be added to online events that are not open to the public, but do involve external participants.

Business meal expenditures |

As of May 2024, the cap for a single business meal is AED 300 or USD 80 per person (not inclusive of tips). Any update will be reflected in the [Business Meal Reimbursement policy](#).

Business meal claims cannot include alcohol purchase unless exceptional approval is obtained in advance.

Off campus meals that involve direct payment by NYUAD will require pre-approval, to be sourced from the Chief Administrative and Business Officer (CABO - nyuad.cabo@nyu.edu).

External Research Visitors |

International collaborators and research visitors, including from NYU’s Global Network, are welcome to visit NYU Abu Dhabi.

All visitors must register with public safety in advance. This can be done via the [Campus Visitor Registration form](#).

Please refer to the below section, **Sponsoring Travel of Research Collaborators** if you are using your research kitchen award to fund your research visitor/collaborator’s travel.

| On Research Travel |

Prior to booking any travel arrangements, please review the [current guidelines for research travel](#).

The flight itinerary cap is USD 6,300 (AED 23,137). The updated policy can be found [here](#).

Travel expenditures, including per diems, accommodation reimbursements, etc. **are claimed after your trip is complete**. Please be sure to keep copies of receipts, boarding passes and Nirvana travel itineraries before raising your expenses on Concur.

Below is information worth considering:

- If you need to travel for research purposes for longer than 10 days, you would have to submit an extended research travel proposal (template [here](#)). Kindly send your proposal to Safa Mahmoud (sm11202@nyu.edu), who will facilitate the Dean's review.
- If conducting research travel during a teaching term, please complete the A&H Faculty Leave [form](#).
- All travel related bookings must be made at least **14 days before you depart**.
- You must book your flight (and may also book accommodation and other services) through the NYUAD travel agency, Nirvana (nyuad.travel@nyu.edu). You can reach out to [Adminlink](#) to assist you during this process.
- [Concur](#) is the system used to make your travel booking. If you have any issues using Concur, kindly refer to the [Intranet Concur page](#) or contact [Adminlink](#).
- Exceptions to [the policy](#) can be sought by writing to nyuad.travelexception@nyu.edu.
- Academic Staff should file for research leave on [Workday](#).

|Travel and non- travel related reimbursements |

Travel and non- travel related reimbursements should be submitted through [Adminlink](#), please find information about the Concur reimbursement payment cycle in the following table:

All expenses submitted and approved in concur between Day 1 to Day 15 of the month	Payment will be made on Day 30 of the month (or the last working day before day 30 in case of weekend)
All expenses submitted and approved in concur between Day 16 to Day 31 of the month	Payment will be made on Day 15 of the following month (or the last working day before Day 15 in case of weekend)

Sponsoring Travel of Research Collaborators |

If your approved proposal involves sponsoring travel for external research collaborators, note that travel arrangements for non-NYU/NYUAD research collaborators must be booked in economy class and comply with the NYUAD [Travel & Reimbursement Policy](#) for Category C - Guests of NYUAD (section 7).

Travel arrangements for Category C travelers must be booked via [Adminlink](#). For your information, below are the [required steps](#):

1. Contact Nirvana Travel at nyuad.travel@nyu.edu and obtain travel/ visa quotes.
2. Fill out the [Travel and Accommodation Form](#) (PDF) with trip cost estimates, chartfield details and appropriate travel account codes.
3. Submit the completed Travel and Accommodation Form to budget approver.
4. Approved [Travel and Accommodation Form](#) (PDF) form to be submitted nyuad.travel@nyu.edu to proceed with booking.
5. All travel requests must be booked in compliance with [NYUAD Travel and Accommodation Policy](#). All business visitors visiting Abu Dhabi must be booked at the [NYUAD Saadiyat Campus Hotel](#). External hotel accommodation can be booked only in the event that campus hotel rooms are not available.

| On Research involving Human Subjects |

The Office of Research Administration should be consulted in advance of carrying out human subject research to determine whether the University's Institutional Review Board (IRB) approval and review is required.

Unsure if your project requires an application to the NYU Abu Dhabi IRB Office? Refer to the [IRB Decision Tree](#).

[Link here](#) to the Human Research Protection Program (HRPP) intranet page.

Contacts |

Lama Choufani
Assistant Director, Research Ethics & Governance
Email: lc140@nyu.edu
Phone: +971 2-628-4743

Sikha Sreenivasan Pallithazhath
Research Ethics and Governance Administrator
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| Payments to non-NYU / NYUAD Individuals |

Please note the following if your approved proposal involves paying honorarium and individuals for professional services.

Honorarium |

For funding proposals involving approved honorarium, please contact [Adminlink](#) to support registering the individual in the NYUAD system and administering payment. Honorarium amounts need to be pre-approved by Alexandra Sandu (via Mariam maa963@nyu.edu) before they are offered to recipients. The individual receiving payment must be registered as a vendor prior to offering payment (via [Adminlink](#)).

Honorarium payments are approved in alignment with the following Arts & Humanities Research Platform guidelines:

 AY 2022-23_ Arts and Humanities honorarium guidelines - *to be updated*

External Engagements | [Deadline for External Engagement applications for AY2024-25 is May 30, 2025](#)

*Please note that you can only file [External Engagements](#) using the old scheme until December 31st, 2024. Any engagements after this date will be processed through [Upwork](#).

NYU Abu Dhabi faculty are allowed to engage individuals via the External Engagement process through [Upwork](#). Any proposed services from individuals must be evaluated prior to commencing any work for NYU Abu Dhabi, as there are several legal, compliance, tax, and other risk factors to consider. To qualify for an External Engagement, the entity receiving payment:

- must be an individual (i.e., not a company) who is not employed or directly associated with NYU Abu Dhabi, NYU New York, or any other NYU global site **including students**.
- must be located outside the UAE during the contracted period, unless the individual holds a valid trade license or freelance permit.
- must be registered as a vendor *prior* to the submission of an external engagement application. Upon registration, procurement assigns the individual a vendor registration number.

[Adminlink](#) can facilitate the vendor registration process and support invoice processing.

More information on the Upwork External Engagement process, including the online application procedure, can be found on the [external engagement intranet page](#). The Post Award Research

Administration Office will review and process your request within 2-6 weeks, depending on the total amount of the engagement request.

Your application will ask for chartfield details and for the vendor identification number. If the vendor number is still unavailable at the time of filing the external engagement form, kindly add "TBD" and update the vendor number once available, by contacting nyuad.postaward-researchadmin@nyu.edu.

*Kindly note that the external engagement program is in the process of transition to Upwork, which is an online platform designed to streamline the process of hiring freelancers, offering a wide array of services tailored for both short-term and long-term engagements.

| Purchasing | [Deadline for procuring goods above \\$1,350 July 15, 2025. Goods must be received by August 31, 2025.](#)

Purchase requests must be procured and approved by NYUAD Procurement. Expense claims raised on Concur require written approval before a reimbursement can be processed.

Any goods over USD \$1,350 must be procured through NYUAD Procurement (ePro), requires a Purchase Order and is subject to a prior approval. All such procured assets will require an asset tag as part of NYUAD capital inventory. All durable assets above \$500 purchased with research funds are the property of NYUAD and will be subject to the off-boarding procedures.

| Professional Services |

Please contact [Adminlink](#) for support on vendor payments for professional services.

| Equipment |

Faculty are encouraged to source equipment from existing university resources.

The Equipment Center in C3 maintains an inventory of over 10,000 items. You can book/view the center's inventory on the top banner of their website under "Book by category," <https://nyuad-artsbooking.nyu.edu/> or visit the Equipment Center in C3. The equipment lending process includes training on use of equipment.

Contacts |

Terry May tm138@nyu.edu

[The Center for Academic Technology](#) (CAT) provides equipment on loan and provides support to students, faculty, and staff in using technology, software and equipment for teaching and research.

Should a purchase be necessary, please contact the Kitchens' administrator for support process to follow.

| On Artwork Created with Research Kitchen Funds |

A&H Research Kitchens is a "non-collecting" entity and all exhibition artworks are strictly on loan to the Division, though exhibitions will be documented for display and educational purposes.

The Exhibitor or artist will be responsible for:

- Organizing and financing the delivery and pick-up of artwork or equipment before and after an exhibition.
- Insurance for any artwork during the exhibition, installation or de-installation, and during shipment of the artwork.
- Removal/disposal of all artwork or equipment at the end of the de-install
- NYUAD/A&H Division is not responsible for reimbursement in the case of theft or damage of artwork or any equipment used during the exhibition, installation, deinstallation, or shipping or storage of the artwork.