FAQ for Green Carding Procedures

1. Where can I find the Green Carding Policy?
   Click on link below:

2. If I qualify for both Green Carding and IDC for New Faculty, will I receive 2 separate 03 funds?
   No, each Faculty member will receive one 03 fund for all of their research faculty incentives

3. Who approves my spending requests?
   Your department will approve all spending.

4. Who advises me on my balances?
   OSP will advise on the stated Banner balance.
   (Balances will not include encumbrances for salaries or Purchase Orders)

5. Who is responsible for overruns on the 03 fund?
   The PI is responsible for overruns.

6. What happens to the 03 fund if I leave Florida Institute of Technology?
   Any unspent balance will be transferred to the University fund.

7. How long do I have to spend the balance in my 03 fund?
   There is no time restriction.

8. How will I be notified of my 03 fund?
   OSP will notify by email. The notification will include all the details related to your 03 fund account.

9. During what periods can I Green Card?
   Green Carding will be during the grant’s period of performance.

10. When will my 03 fund for Green Carding be distributed?
    The reports will be generated after the final payroll of each semester. After the calculations are verified by OSP, the report is reviewed by the Vice-President of Research and the Executive Vice-President. Upon approval, OSP will inform you via email.

11. What percentages are defined for Green Card savings?
    Green Card Savings are allocated as follows:
    50% to the PI; 30% to the Department; 20% to the Dean