Georgia Tech ME Graduate Research Resources
Quick Reference Guide

This document serves as a quick reference guide for resources that might be needed when conducting research duties. Information in this document includes the following topics:

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Building Management and Maintenance

Maintenance requests concerning the facilities and equipment of the MRDC, MARC, Love, 14th Street, Techway, and Boggs buildings should be directed to Facilities by email at facilities@me.gatech.edu. Facility concerns and/or modifications for the GTMI/MARC building should be directed to Mr. Will Smith at will.smith@gatech.edu. Each lab should have a lab manager with contact information on file with the school. The lab manager should be the one to contact the facilities if there is a problem as s/he has the best knowledge of any potential hazards, experimental setups with special needs etc. that need to be communicated to the facilities as part of the maintenance request. The following information should be included in the request:

1. Problem and/or Question
2. Locations (building and room number)
3. Person of contact, if needed
4. Specs or layout, if needed

Buzzcard Access

Students are given Buzzcard access to the ME building's exterior. Permission from your professor/advisor is needed to get access to other offices and labs. If a door or buzzcard reader is not functioning properly, contact Facilities with the problem and location. In the event of a theft, there is also access to the buildings video cameras. For the GTMI/MARC building, please email Mr. Will Smith at will.smith@gatech.edu and CC your Faculty Advisor to obtain Buzzcard Access. Mr. Will Smith can be found in GTMI room 334, or reached by phone at 404-894-7571. For MRDC, Love, 14th Street, Techway, and Boggs buildings, please contact Ms. Samiah Blake at facilities@me.gatech.edu and CC your Faculty Advisor to obtain Buzzcard Access. More information about Buzzcards can be found here: http://www.buzzcard.gatech.edu/

Creating a Website

Any Georgia Tech faculty, staff, or graduate student can create a Professional Web Presence (PWP) website by selecting the button below and filling out a short request form. New websites will be available immediately after completing the request form. For more information, please visit: http://pwp.gatech.edu/create-a-website/

Emergencies

The Georgia Tech Police Department (GTPD) Office of Emergency Preparedness is focused on helping the Institute reduce the effects of disasters through preparedness, response, recovery, and mitigation activities. Weather or other emergency situations may make it necessary for Georgia Tech to declare either "classes cancelled" or "campus closed" conditions. The Georgia Tech Emergency Notification System (GTENS) will be utilized as appropriate.

The Emergency Management office also oversees the following initiatives:

- **Georgia Tech Emergency Notification System (GTENS):** http://prepare.gatech.edu/emergency-notification/gtens
  - **GTENS Sign-up:** https://passport.gatech.edu/
  - **Weather Alert Sign-up:** http://prepare.gatech.edu/weather-info
- **GT Ready (Continuity of Operations Planning):** http://prepare.gatech.edu/planning/gtready
- **LiveSafe app (GT Police Department):** http://www.livesafe.gatech.edu/

Campus Police: 404.894.2500
Emergency Management & Communications: 404.894.8392
Campus Operator: 404.894.2000

General Safety

If applicable for your lab, read through and be familiar with the Red Book in your lab or office. Contact the lab manager for specific instructions and required certification of training prior to performing any work in the laboratory.

General Safety: http://www.ehs.gatech.edu/general/
Lab and Chemical Safety: http://www.ehs.gatech.edu/chemical/
Environmental Health and Safety Main Site: http://www.ehs.gatech.edu/

Hazardous Material

If you have hazardous materials that need to be disposed of, please notify your designated lab manager, who will then contact GT EH&S Ed Pozniak by email at ed.pozniak@ehs.gatech.edu. He will schedule a disposal pick up. The following information will be needed:

- What the product is
- The quantity
- Where it is located

Inventory

All activities listed in this section need to be performed through your designated lab manager.

When a new piece of equipment is purchased, it is tagged and paperwork is documented for capital assets under the purchaser's name. Inventoried equipment should always be in the name of the Professor or Research Engineer. An annual inventory is completed at the end of fall/early spring semester in which you are responsible for the equipment under your ward. If you take or check out a piece of equipment, you need to fill out an Equipment Loan Agreement form, found here: http://www.business.gatech.edu/cont_web/info/caadForms/loan-agr.doc

If the equipment is moved from its original location to another, you need to fill out a move form, which can be found here:
http://www.me.gatech.edu/internal/forms/gtforms/pc/EQMOVE.DOC

Chemical Inventory

Every Georgia Tech lab, school, department, support activity, and affiliated operation where chemicals and gases are used and stored shall use CHEMATIX for inventory control, semi-annual reconciliation, and maintenance. Reconciliation is due each year on June 15th and December 15th. Sign in at: http://www.chematix.gatech.edu. All of these activities should be performed by the designed lab manager, and lab members need to provide information on chemical acquisition/disposal regularly to the lab manager to ensure up to date inventory.

Surplus

To get rid of equipment, a surplus form needs to be completed, which can be found here: http://www.me.gatech.edu/internal/forms/gtforms/pc/EQDISPOS.DOC. Failure to complete the form will keep the equipment in question on record with capital assets as in your ownership.

Institutional Review Board (IRB) Training

Collaborative Institutional Training Initiative (CITI) Courses

Completion of the basic (initial) Collaborative Institutional Training Initiative (CITI) course (either Biomedical or Social/Behavioral) is required for all Georgia Tech investigators who will conduct human subjects research, regardless of funding status. CITI training must be refreshed every three years by completing the refresher modules. CITI Training can be accessed here:
https://www.citiprogram.org/Shibboleth.sso/Login?target=https%3A%2F%2Fwww.citiprogram.org%2FSecure%2FWelcome.cfm&entityID=https%3A%2F%2Fidp.gatech.edu%2Fidp%2Fshibboleth

CITI Health Information Privacy & Security (HIPS) Training

If you will access Protected Health Information (PHI), which includes medical records, you will also need to complete the "CITI Health Information Privacy & Security (HIPS)" training. Instructions for completing HIPS training can be accessed here:
http://researchintegrity.gatech.edu/forms/IRB/CITI_for_GT_users_slides_09_2018.pdf#page=13

Good Clinical Practice (GCP) Training

If you are conducting research on a medical device, drug, biologic, or an in vitro diagnostic, you will also need to complete the CITI course for "Good Clinical Practice (GCP)." If your study is funded by the NIH, then GCP training is also needed if you are conducting a clinical trial as defined by the NIH. NIH expects all NIH-funded clinical investigators and clinical trial staff who are involved in the design, conduct, oversight, or management of clinical trials to be trained in Good Clinical Practice (GCP). Recipients of GCP training are expected to retain documentation of their training. GCP training should be refreshed at least every three years in order to stay up to date with regulations, standards, and guidelines. Instructions for completing GCP training can be accessed here:
http://researchintegrity.gatech.edu/forms/IRB/CITI_for_GT_users_slides_09_2018.pdf#page=13

Department of the Navy CITI modules

If your human subjects research involves the Department of Defense, you may need to complete the Department of the Navy CITI modules, which satisfies Georgia Tech's CITI training requirements. Instructions for completing this training can be accessed here:
http://researchintegrity.gatech.edu/forms/IRB/CITI_for_Navy_Research_slides_09_2018.pdf

IRB Protocols

Steps for submitting protocols can be found here:
https://researchintegrity.gatech.edu/irb/submitting-protocol

Any questions about the IRB approval process should be directed to the IRB team: IRB@gatech.edu

Institutional Animal Care and Use Committee (IACUC)

Collaborative Institutional Training Initiative (CITI) Courses

All personnel named on a protocol—including students, lab techs, visiting scholars, and affiliates—are required to complete the online training course *Working with the IACUC – Investigators, Staff, and Students* in addition to any other CITI training modules appropriate for the planned work. For example, if the protocol proposes the use of mice or rats, all named personnel also must complete the modules *Working with Mice (or Rats) in Research Settings* and *Post-Procedure Care of Mice and Rats in Research*. If surgery is proposed, personnel must also complete the CITI course entitled *Aseptic Surgery*.

Completion of CITI modules by all personnel proposing to work with animals will be verified by the ORIA IACUC team at the time of protocol application, continuing review, and when new personnel, including students, are added to the protocol. CITI Training can be accessed here: https://www.citiprogram.org/Shibboleth.sso/Login?target=https%3A%2F%2Fwww.citiprogram.org%2FSecure%2FWelcome.cfm&entityID=https%3A%2F%2Fidp.gatech.edu%2Fidp%2Fshibboleth. It is important to note, final approval of an IACUC protocol is not given until ALL personnel listed on a protocol have completed ALL required training.

Occupational Health Program

All personnel involved with vertebrate animal research must enroll in the campus-wide Occupational Health Program and all animal research approved with the necessary risk assessment performed by the Office of Environmental Health & Safety.

Forms and specific information, can be found at: https://researchintegrity.gatech.edu/about-iacuc/occupational-health-program. All personnel must also complete Biosafety training. Information concerning courses needed may be found using the following link: https://www.ehs.gatech.edu/biosafety/training

IACUC Protocol

There are many different regulations for submitting an IACUC protocol should it be on or off Georgia Tech's Campus. Information on the forms can be found at: https://researchintegrity.gatech.edu/about-iacuc/iacuc-forms.

Steps for submitting protocols can be found here: https://researchintegrity.gatech.edu/about-iacuc/submitting-protocol.

Any questions about the IACUC approval process should be directed to the IACUC team: IACUC@gatech.edu.

As GaTech is moving to online IACUC protocol submission, this will need to be re-assessed as more departments and labs are integrated into the TOPAZ system. Information related to the use of TOPAZ may be found here: https://researchintegrity.gatech.edu/about-iacuc/topaz

More in depth TOPAZ support may be found here: https://researchintegrity.gatech.edu/forms/IACUC/topaz_guide_web.pdf

Buzzcard access is also needed to access the animal facility. Prior to being given access, students must complete PRL training and complete all required IACUC CITI courses (see below for course information). Undergraduates must be accompanied while in the animal facility be either a graduate student or the PI at all times.

IT Support

ME Students in need of technical support with Woodruff School owned devices or equipment in Woodruff School spaces can request help by emailing support@me.gatech.edu to create a help ticket. ME IT can also be reached by phone at 404-894-7193. Their hours of operation are 8:00 am-5:00 pm Monday through Friday. Emergency after hours support from ME IT can be reached at 404-894-4669.

Requests can also be submitted to ME IT via the following forms:
General/Other: http://www.me.gatech.edu/support/computer/generalrequest
Email Alias Request: http://www.me.gatech.edu/support/computer/emailrequest
IP Address Request: https://www.me.gatech.edu/support/computer/iprequest

Keys

Students may obtain keys to specific rooms and labs by checking them out with permission from professor/advisor. Professors are responsible for keys checked out to their students. Keys are picked up from Ms. Samiah Blake in MRDC 1312. Key pick-up hours are 9:00 am – 10:30 am & 3:15 pm – 4:15 pm Monday- Friday. Please remember to bring your Buzz Card, keys cannot be issued without your card. Ms. Samiah Blake can be contacted by email at facilities@me.gatech.edu or by phone at 404-894-3219. For keys in the GTMI/MARC building, please contact Mr. Will Smith at will.smith@gatech.edu, who can be found in GTMI room 334, or reached by phone at 404-894-7571.

If a key is lost, facilities will replace if the Professor requests it. Depending on where lost and the lab the key fits, there may be a need to re-key the door, at the discretion of the Professor/PI of the lab. The first time a key is lost, there is no fee for key replacement or re-keying. If a key is lost a second (or more) time by the same student, each key costs $5, and the cost to re-key the lock core is $50. The Faculty Advisor/PI is responsible for these fees.

Library Services

GT Library Catalog

The GT Library Catalog can be used to find the items we have access to, including scholarly and peer-reviewed articles, books and ebooks, journals, theses and dissertations, government documents, newspaper articles, music, films, video, and patents, found here: https://gatech-primo.hosted.exlibrisgroup.com/primo-explore/search?vid=01GALI_GIT

Interlibrary Loan (ILLiad)

The Interlibrary Loan service is one way to obtain material which is not held by the Georgia Tech Library, including journal articles that we do not have direct online access to. Any researcher can request books, articles, reports, conference proceedings, patents, standards, as well as other materials. To make an ILLiad request, please visit: https://illiad.library.gatech.edu/

Document Delivery (LENDS)

This service delivers materials from the Georgia Tech Library's collection to current GT faculty, staff, and graduate students. Items will typically arrive within 2-3 working days. There is no charge for this service. For more information, please visit: https://www.library.gatech.edu/lends

Mail and Packages

The Woodruff School's main Mail Room is located in the Love building, room 120. There, you will find mail slots for ME faculty, staff, visiting personnel, and Research Engineers. It is the School's main distribution center for in-coming and out-going campus and external mail. The Mailroom Clerk is Mr. Craig Burns, which can be reached by email at facilities@me.gatech.edu. The Mailroom Clerk sorts and delivers the mail daily. Also, located in the room is the main fax machine, a Xerox color printer, and several labeled cabinets that contain office supplies. The fax machine is for "official business" only, for both in-coming and out-going faxes. Large documents should not be sent or requested to be received via fax. Large documents should be sent by an express carrier.

Only faculty, staff, visiting scholars/researchers, post docs, student assistants, and Ph.D. students who are teaching courses for the School have buzzcard access to the mailroom. Graduate Research Assistants and Teaching Assistants are not included.

ME Owned Vehicles

Vehicles can be used by faculty, staff, and students with proper driving certification. Please contact Facilities to reserve a vehicle for use by email at facilities@me.gatech.edu.

Phones

If you have any questions or problems with your phone or service, please contact Facilities. Phone lines can be checked and phones replaced internally within 1-2 days of the request. New lines, new plans and new features are directed through GT telecommunications and takes 10-14 business days to complete. If there is a problem with a line, a work request will be submitted to OIT for resolution. Please email all phone problems to facilities@me.gatech.edu.

Printing

Documents

To print to any printer except for Central-PS, navigate to MyPrintCenter (https://myprintcenter.gatech.edu) and upload your documents to be printed. This site is ONLY accessible on a campus network (VPN, GTWifi, etc.). MyPrintCenter acts much like an online print queue. From here, you can upload jobs to release stations for printing. You can also email files as attachments to:

- print@gatech.edu – B/W double sided
- printblack@gatech.edu – B/W single sided
- printcolor@gatech.edu – Color single sided

and be able to release them at a standard release station. There is a 50MB size limit.

MRDC Open Lab: There are two printers in the MRDC Open Lab that are managed by GT Printing & Copy Services, located in MRDC 3328. The Black & White printer (ME Black) has a per page fee, which is cheaper than the per page fee for the Color printer (ME Color). Students can use their BuzzCard to pay for printing. Students receive a weekly printing allowance. Printers are located in various buildings on campus. Locations and rates can be found here: http://print.gatech.edu/student-printing

Central Printing Services: Central printing services or central-ps is printed at a central location and delivered to the Student Center Computer Cluster (2nd floor near the Music Listening Room). This service is free of cost for students. More information can be found here: http://print.gatech.edu/central-ps

The Multimedia Studio: The Multimedia Studio provides printing services, with one color and black-and-white printer. The Multimedia Studio, formerly housed on the ground floor of the library, will temporarily be located on the fourth floor of Crosland until it moves to its permanent home in Price Gilbert in 2020. Information about the multimedia studio can be found at: https://www.library.gatech.edu/multimedia-studio

Other Document Printing Locations: A number of other printers are available on campus, all of which can be used with a BuzzCard. The list of these printers is below:

Printer Name	Printer Location
Finish	First floor Library and second floor Student Center
Black All Campus	All B/W Release Stations
Color BME	BME Basement lab #0207

Color CE	CE, SEB Lobby first floor
Color COA	COA Industrial Design Lab 104, 105, third floor #309, & Hinman first floor
Color COB	COB Building Undergrad lab first floor & third floor #301
Color ECE K1446	Klaus first floor #1446
Color ECE K1448	Klaus first floor #1448
Color ECE VL448	Van Leer fourth floor #448
Color Library	Library first floor LWC & LEC
Color MMS	Library Ground Floor
Color MSE	Love 3rd Atrium
Color SC	Student Center second floor computer cluster
Color ME	MRDC #3328

Posters

The Multimedia Studio: The Multimedia Studio, formerly housed on the ground floor of the library, will temporarily be located on the fourth floor of Crosland until it moves to its permanent home in Price Gilbert in 2020. It is equipped with one large format plotter which can print 24", 36", and 42" inches wide and any length. See their website for more information on pricing: https://www.library.gatech.edu/multimedia-studio

Paper and Clay: Located in the Georgia Tech Student Center, Paper & Clay has a wide variety of sizes to print your posters. The most popular sizes are 22"x28" and 20"x30". See their website for more information on pricing:
https://studentcenter.gatech.edu/seedo/paperandclay/services/Pages/default.aspx

OIT Printing and Copying Services: Banners and posters up to 60 inches wide by any length. A variety of materials are available depending on the end use. Products can also be mounted to a variety of boards or applied to windows, doors or vehicles. See their website for more information on pricing:
https://oit.gatech.edu/services/administrative-and-business/banners-and-posters

BioEngineering and BioSciences Plotter: The Petit Institute's color plotter is currently a FREE service in support of Petit community members' research and educational activities (this only includes BioEngineering and BioSciences). The plotter is not available for personal or private use, and all printing requests must be submitted for review by the Petit Institute staff. The plotter can print up to 36 inches wide (3 feet). All files must be submitted as PDF's. For more information, please visit: https://petitinstitute.gatech.edu/submit-poster-printing

Theses

If your advisor or department would like a paper copy, it is your responsibility to provide paper copies which can be printed at any commercial bindery. The Graduate Studies Office can provide you with a list of bindery companies. For more information, send an email to thesis@grad.gatech.edu or call 404.894.1610.

Business Cards

Letterheads, envelopes, memo pads and Business cards printed in one or two colors (or gold foil) conforming to Institute identity guidelines. See their website for more information on pricing:https://oit.gatech.edu/services/administrative-and-business/business-cards-stationary-and-memo-pads

Purchasing (Procurement)

Workday enables Georgia Tech to manage the procurement of goods and services from end-to-end. Workday Procurement enables you to bring suppliers, catalogs, and analytics into one system, streamlining the entire procurement process. Starting with a requisition, supplier catalogs can be accessed via Workday, and there are separate lines for goods and services. Workday will also be used to manage PCard approvals. Verify and approve transactions all from a single system. Workday can be accessed through TechWorks by navigating to the Workday icon on your homepage after logging in to https://techworks.gatech.edu. To access this website, you need to install on your mobile device the DUO software for two-point security identification. To get help with software installation and training, contact the ME Computer Support at support@me.gatech.edu.

For more information about procurement in Workday, please visit:
https://transformation.gatech.edu/financials-transformation/procurement

Note: Non-employees (i.e. graduate students on fellowships) do not have access to TechWorks or Workday. Students on fellowships can be hired as unpaid affiliates to get access to TechWorks and Workday. To pursue this option, students should talk to Human Resources and their advisor.

Responsible Conduct of Research (RCR) Training

The Georgia Tech Responsible Conduct of Research (RCR) Compliance Policy requires certain categories of NSF and NIH undergraduate students, graduate students, and postdoctoral scholars to complete RCR training. The RCR Compliance Policy also applies to researchers and staff funded by the USDA NIFA program and to undergraduate students funded through a PURA award. For more information about which individuals are covered by the RCR Compliance Policy, refer to Compliance Applicability, found here:
http://rcr.gatech.edu/compliance-applicability.

The RCR Compliance Policy has two training requirements:

1. **Online RCR Training**
   An online CITI RCR course must be successfully completed within 90 days of first being appointed to a covered project, or before an applicable person graduates or otherwise leaves the Institute, even if that imposes a shorter deadline. The online training can be accessed here: http://rcr.gatech.edu/online-training

2. **In-Person RCR Training**
   Students and postdocs who are funded by a covered NSF or NIH grant must complete in-person RCR training; the type and duration of the training varies by career stage and sponsor: http://rcr.gatech.edu/compliance-training-matrix. The in-person training must be completed within the first year of the appointment to the project, or before the applicable

person graduates or otherwise leaves the Institute, even if that imposes a shorter deadline. NIFA researchers and PURA students are strongly encouraged but not required to complete in-person training.

Room Reservations

Georgia Tech Students may reserve classrooms, conference rooms, seminar rooms and outdoor space via the online reservation system GT Events, located here: https://gtevents.gatech.edu/emswebapp/. This system includes the MRDC, Love, and GTMI buildings (among many others) for thesis proposals, presentations, and defenses.
More information about events space reservation page can be found here:
http://www.space.gatech.edu/campus-event-space-requests

Shops, Laboratories, and Equipment Purchases

The Montgomery Machining Mall, and the Electronics Lab are valuable Woodruff School resources. Most of the construction in these shops is done by the professional staff. However, you are advised to discuss a project with the appropriate shop manager who often can make suggestions that will reduce construction time and cost or improve function.

Equipment Purchases

Purchases of equipment and other items require the approval of a faculty member who will supply the necessary account number to which the purchase is to be charged. Purchases should be planned in advance so that a minimum number of purchases are made. Where necessary, charges will be made to a P-card (a State of Georgia Visa charge account), but this form of payment only used in special circumstance and cannot be used to expedite purchasing.

Montgomery Machining Mall

The Montgomery Machining Mall provides the Schools of ME, ECE, MSE, and the College of Sciences with research and curriculum support. The MMM staff maintains a professional fabrication/learning space with a focus on safety. Please visit the MMM for more information. The Montgomery Machining Mall is located on the second floor of the MRDC Building in the Wepfer Design Commons.

If you have the appropriate skills, you may be allowed to use the Montgomery Machining Mall. You will be asked to attend a Montgomery Machining Mall safety training class or to demonstrate appropriate skills to shop personnel. A Waiver of Liability form must be signed by your advisor and submitted to the Montgomery Machining Mall manager prior to using the machines. More information about the Montgomery Machining Mall can be found here: https://www.me.gatech.edu/facilities/machine_shop

A Montgomery Machining Mall work request can be submitted here:
https://memachineshop.gatech.edu/request/request.php

The Electronics Lab

The Electronics Lab is located in Room 2104 of the MRDC Building. The ME Electronics Lab provides electrical circuit design and minor repair services for Woodruff School faculty, staff and students. The Electronics Lab also provides assistance or consulting for projects as well as help with troubleshooting circuit issues on projects. There are two circuit board milling machines that are capable of producing two layer circuit boards. Two workbenches with electronics test equipment are provided in the lab for students to use on a first come first serve basis during our lab work hours. Help with soldering is provided by electronics lab personnel if requested.

The Electronics Lab also has test equipment students can check out for a limited amount of time. The Electronics Lab also offers training on how to use the LPKF S63 circuit board milling machine which is in the Invention Studio. Contact electronics.lab@me.gatech.edu to discuss your requirements. More information about the Electronics Lab can be found here: http://www.me.gatech.edu/facilities/electronic_lab

The Invention Studio

The Invention Studio is a student run organization located in the Flower's Invention Studio, and supports ALL students, staff, and faculty in building their dream project, whether it's for research, personal or academic usage. Tools are 100% free to use. The Flowers Invention Studio is made up of three major areas: the Hub, the Wood Shop, and the Metal Shop, located on the second floor of the MRDC. More information about the Invention Studio can be found here: https://inventionstudio.gatech.edu/

Software Distribution

Available software can be downloaded onto GT owned computers through OIT Software Distribution, found here: http://software.oit.gatech.edu/. Downloadable software includes, but is not limited to, Matlab, Solidworks, EndNote, Labview, and Comsol. If a software package is not available for download, it may be available in a particular computer cluster on campus. To find out what software can be accessed where on campus, visit:
https://software.oit.gatech.edu/

To download software, students must be on campus or connected through a VPN. Instructions for connecting via VPN can be found here:
https://faq.oit.gatech.edu/content/how-do-i-get-started-campus-vpn

Travel and Expense

Spend Authorizations (Formerly Travel Authorization Requests (TAR))

Spend Authorization is completed electronically through the TechWorks Workday Employee Travel & Expense System. Each employee (including graduate students) required to travel in the performance of official duties and entitled to reimbursement for expenses incurred must have prior authorization from the department head (or their designated official) for the performance of travel. Travel & Expense and other financial transactions are completed on Workday Financials, which can be accessed through TechWorks by navigating to the Workday icon on your homepage after logging in to https://techworks.gatech.edu.

Note: Non-employees (i.e. graduate students on fellowships) do not have access to TechWorks or Workday, and are not required by the institute to have Authorizations. When a student who is not employed wants to use the direct bill option for airfare or apply for graduate student supplement funding, a spend authorization IS required. In addition, some students may want in writing that everyone that their Faculty Advisor and finance have agreed that travel allowable, reimbursement funds available, etc.

Travel Expense Reimbursement

Once travel is complete, graduate students can submit an expense report to request reimbursement. Expenses and other financial transactions are completed on Workday Financials, which can be accessed through TechWorks by navigating to the Workday icon on your homepage after logging in to https://techworks.gatech.edu.

Note: Non-employees (i.e. graduate students on fellowships) do not have access to TechWorks or Workday. In order for a non-employee to get reimbursed, they must give their receipts, approval from the Faculty Advisor to use the funds (via email is fine), and a completed and signed Travel Expense Statement (which can be acquired from the Faculty Advisor's admin assistant) to the Faculty Advisor's admin assistant. The admin will set them up as an External Committee Member in Workday and complete a " non-worker" expense statement for them. The old "paper" expense report, when completed, will provide the admin with all of the required info.

Travel Advances

Georgia Tech Research Corporation (GTRC) supports travel advances related to authorized business travel for Georgia Tech personnel, including graduate researchers. Students should use this service if they are not able to pay for their own travel and wait for reimbursement. Travel advances are not offered through the Institute using Institute funds. Submit travel advance requests on the Request for Travel Advance Form (or contact GTRC at 404.894.7043). Requests must be approved before GTRC can prepare and release travel advance checks. Requests for travel advances should be submitted at least three business days before departure. Please avoid special "last minute" requests. For more information, visit Georgia Tech's Policy Library for information on Travel Advances.

Request for Travel Advance Form:
https://gtrc.gatech.edu/sites/default/files/tarequest_2018-11-15.pdf
This request form must be approved prior to preparation and release of travel advance checks.

Delegated Signature Authority Form
https://gtrc.gatech.edu/sites/default/files/TASignatureAuthority.pdf
This form must be signed by a Dean, Director or Chair to designate a departmental signature authority to approve travel advances for a department or laboratory.

Travel Funding Support

Graduate Student Government Association (GSGA) provides funding every other academic year for conferences. For more information, please visit:
http://sga.gatech.edu/grad/?q=content/graduate-conference-funds

The College of Engineering will consider matching a set amount of GSGA funding for PhD students if you fill out the following form:
http://www.sga2.gatech.edu/grad/sites/default/files/uploads/docs/Documents/grad-conf-fund-eng.pdf

Other Expense Reimbursement

Graduate students can also be reimbursed for materials and supplies, food group meals, and other expenses using Expense Reports in Workday. Make sure to consult and receive a formal approval from your Faculty Advisor on the specific expense and allowed amount prior to making a purchase. To begin, search "Create Expense Report" in Workday. Required information for non-travel related expenses includes: receipts, business purpose, and Driver Worktag (Project, Grant, Gift, Custodial Entity, Designated, or GTRI Charge Code). This Driver Worktag can be obtained from a student's Faculty Advisor/PI. For more information, please reference the training videos for Expense Reports, found here:
https://gatechhrcc.brightspace.com/program/5/workday-financials-training.

Workday Mobile App

Graduate student employees can download the Workday Mobile App, which will allow them to manage financial transactions on the go, managing the Workday inbox and completing tasks such as creating expense reports, and completing approvals. Importantly, graduate student employees can upload receipts for travel expense reimbursement using the app while they are traveling, reducing the risk of losing the receipts. The mobile app does not have the full functionality of the desktop version. Search for "Workday" in your mobile app store on Android or Apple devices to find and download the app. For more information, please reference the training videos for Workday Overview and Basics, found here:
https://gatechhrcc.brightspace.com/program/5/workday-financials-training.

Workday Training

For training for completing different procedures and tasks in Workday, a quick reference guide can be found here: https://transformation.gatech.edu/resources/faculty-memos. Workday training videos can be found here: https://gatechhrcc.brightspace.com/program/5/workday-financials-training. Not all training videos will be applicable for graduate students. Workday Overview and Basics, Spend Authorizations and Expense Reports, and Workday Procurement are the most relevant for graduate student employees.

Finance Tips for Efficient Processing

To facilitate expedient processing of finance requests, a few tips are listed below:

Requisitions (Purchasing and Procurement)

- Enter the PI's name in the internal memo section
- Enter the ship to info to include the person's name who should receive the delivery
- Attach the email approval/order request from the PI (showing which project/worktag driver to use)
- If the funding source has mulitple worktags, please enter the one that appears first, in the list below. (For example, if it has both a DE and a GTF, enter only the DE).

1. Project
2. Grant
3. Designated
4. Gift
5. Custodial Entity

- If you enter the wrong one by mistake, be sure to delete all of the associated worktags (as well as the primary worktag) before changing to the correct worktag.

<u>Expense Reports</u>

- Enter the PI's name and the business purpose and dates of the trip in the Justification field.
- Enter the worktag for each expense line.
- Attach all receipts, proof of payment, agendas as needed.
- If the funding source has mulitple worktags, please enter the one that appears first, in the list below. (For example, if it has both a DE and a GTF, enter only the DE).
  1. Project
  2. Grant
  3. Designated
  4. Gift
  5. Custodial Entity
- If you enter the wrong one by mistake, be sure to delete all of the associated worktags (as well as the primary worktag) before changing to the correct worktag.

<u>Spend Authorizations</u>

- Enter the PI's name and business purpose and dates of the trip in the justification field.
- If the funding source has mulitple worktags, please enter the one that appears first, in the list below. (For example, if it has both a DE and a GTF, enter only the DE).
  1. Project
  2. Grant
  3. Designated
  4. Gift
  5. Custodial Entity
- If you enter the wrong one by mistake, be sure to delete all of the associated worktags (as well as the primary worktag) before changing to the correct worktag.