

## **College Research Enhancement Funds Expenditure Process**

(Revised January 29, 1999)

Revised by the COB Ad. Council, January 5, 2005)

(Approved, COB Faculty, January 10, 2005)

The University allocates a designated sum of research funds to the College for appropriate distribution.

Faculty interested in being considered for a portion of the research funds need to submit a proposal. The College Guidelines for distribution of Research Enhancement Funds follows this section.

The College Research Enhancement Committee reviews the research proposals submitted by faculty with the College and recommends to the Dean the amount of funds (if any) that should be allocated to each proposal.

The Dean makes the final approval on research fund distribution.

If members of the College request and secure “college research funds,” those funds must be encumbered or expended by the first Friday in August at the close of the fiscal year.

If an item was on the approved request for funds, the researcher submits a request for expenditure or encumbrance to the Department Chair and the Dean for approval. The approved request, including details of how funds are to be spent, is then forwarded to the business coordinator for purchase.

If researchers wish to change the items originally requested in the approved proposal, those changes must be approved by the Dean and filed with the business coordinator before expending the funds.

If the researchers’ request involves release time, they need to coordinate with the Department Chair to schedule the release time as soon as the project is funded.

Items purchased with research funds belong to the College and are not the researchers’ personal items. Capital equipment will be inventoried by the state. Software will be loaded on researchers’ computer at work (unless otherwise approved) and the original disk and license agreement will be turned over to the College.