

COLLEGE OF ARTS AND SCIENCE RESEARCH FUNDING GUIDELINES

PURPOSE

The College of Arts and Science makes Faculty Research Funding available to support and facilitate faculty professional activities (research and teaching). These guidelines outline the categories and procedures for research expenditures.

GUIDELINES

Research funds provided by the College of Arts and Science (CAS) may be used to support reasonable expenses that advance faculty scholarship. Funds may not be used for personal, non-professional purposes. If reimbursement is being paid for by an external funding source, such as an agency, sponsor, or foundation, it is the responsibility of the individual faculty member to determine if expenses are allowed by the funder. If a faculty member has any questions about the appropriateness of an expense, s/he should consult with the Department Chair/Program Director prior to incurring the expense. The Department Chair or Program Director will consult with the Dean's office, if necessary.

Research funds are Vanderbilt University funds, and materials purchased with these funds are the property of Vanderbilt University. Upon leaving the University, a faculty member will be required to return all equipment purchased with his/her research funds and may be required to return materials purchased with such funds. Unexpended funds at the time of a faculty member's departure from the University will revert to the College.

Examples of Potential uses (this list is not exhaustive):

Reasonable expenses for: research materials (books, media, journal subscriptions); equipment (computers, printers, lab equipment) used for research; services related to research (lab construction/renovation, clerical, technical, research assistance); research-related travel for the faculty member; expenses related to visiting scholars (travel, lodging, food, honoraria); and expenses incurred in connection with the recruitment of graduate students (travel, lodging, food). Appropriate personnel procedures must be followed for any salary expenditures, and CAS reimbursement procedures must be followed for other expenditures (see below).

Examples of uses that are not allowed (this list is not exhaustive):

Furniture or furnishings not used for research; home internet service; clothing and/or luggage (including briefcases); travel expenses for family who accompany the faculty member on research related travel; salary for the faculty member or to a family member; personal vehicle equipment or fuel, (though mileage allowance for research usage or travel to professional meetings is permissible). Research funds may not be used for cell phones or personal electronics.

Research Funding Sources:

The College of Arts and Science makes research funding available to faculty in various ways, including the provision of startup packages. Faculty may request information at any time about

COLLEGE OF ARTS AND SCIENCE RESEARCH FUNDING GUIDELINES

remaining balances of research funds available to them by contacting their department or program administrators.

Research funding is made available on an annual basis to some faculty through their departments or programs. Full-status tenured and tenure-track faculty who are research active¹ and who do not have access to sufficient research funds are eligible to receive reimbursements for research expenses up to \$4,000 annually. Unspent funds are not carried over from year to year. A faculty member whose available research funds fall below \$4,000 in a given year will be provided with “top up” funds to bring the amount of available funds to \$4,000 at the beginning of the next academic year.

Procedural Guidelines:

Before committing funds or requesting reimbursement for research expenses, faculty members should review the [College of Arts and Science Travel and Expense Reimbursement Policy](#) and the [Vanderbilt University Reimbursement Policy](#). In cases where college guidelines differ from university policy, the more restrictive policy takes precedence.

Funds are disbursed in several different ways. Large expenses should be directly billed to Vanderbilt through normal university purchasing methods. For smaller expenses, a faculty member normally turns in receipts to receive reimbursement, indicating the purpose of the expenditure along with each receipt. Requests for research expense reimbursements will be approved by departments and programs before being sent to the Dean’s office.

Purchases of equipment made with university funds must be delivered to a faculty member’s office or laboratory, not his/her home.

When a faculty member resigns, s/he should consult with his/her Department Chair/Program Director about appropriate uses of research funds during the remainder of the contract period and to arrange return of equipment and material purchased with research funds at the end of the employment period.

Research-Related Travel

For reimbursement of research-related travel, CAS faculty must follow guidelines and use procedures outlined in the [College of Arts and Science Travel and Expense Reimbursement Policy](#), which adheres to the [Vanderbilt University Reimbursement Policy](#). University policy requires that reimbursement expense reports be submitted using Concur within 60 days of return from a trip. Vanderbilt offers two methods of travel expense reimbursement: actual expenses or a per diem rate. When filing the expense report, the traveler must choose either to file with actual expenses or to request reimbursement based on per diem, for each trip. Using both forms of reimbursement for the same trip is not allowed. When utilizing externally sponsored funds, including all federal grants, the individual must submit receipts for actual, incurred expenses.

¹ A faculty member is automatically considered research active unless he/she has received an annual rating of 5 for two consecutive years. If that occurs, the faculty member will need to gain approval to receive research funds from the department chair/program director and the dean.

COLLEGE OF ARTS AND SCIENCE
RESEARCH FUNDING GUIDELINES

When utilizing non-sponsored or unrestricted funds, the individual can choose either to submit receipts for actual, incurred expenses or use the per diem rate. The per diem rate is \$51 per day. The revised threshold for required receipts is any expense that is greater than or equal to \$75.

EFFECTIVE DATE

Effective: July 1, 2016

Last Revised: June 2016