

# COST FACULTY SCHOLARLY ACTIVITY GUIDELINES

## **Fiscal Guidelines for Faculty Research Awards**

The College of Science and Technology Faculty Scholarly Activity (FSA) Award is an allocation that may be made to individual College of Science and Technology (COST) faculty members to support their research and scholarly activity. Only the COST Dean may approve a Faculty Scholarly Activity Award. It will be the responsibility of the Dean's Office to secure funding.

FSA awards are intended to give faculty maximum flexibility with respect to the management of their scholarly pursuits (and, thus, career development). The rationale is that faculty will naturally be the most efficient and parsimonious managers of their resources if given the flexibility, motivation and ability to do so. Faculty are expected (required) to be active scholars, and this activity generally requires resources. Moreover, the institution will prosper only if its faculty members prosper. This program seeks to engage faculty fully in the management of their careers. The consequence of poor management of the resources provided in FSA funds centers will be a failure of their career to develop in a timely manner, as well as ineligibility for additional scholarly activity funding.

There is no term limit on FSA awards, as long as regular activity is taking place. Once funding is exhausted, awards may be renewed by the Dean based on continued scholarly productivity, availability of funds, and need. Awards must be expended for allowable expenditures.

The expectation of the Dean in granting an FSA award is that it be used to fund direct research and scholarly activity expenses (e.g. travel, conference fees, lab equipment and supplies, publications, and student employment); and to encourage the faculty member to be active scholars and develop external funding from other sources

When an FSA award is made, the faculty member will be provided with his/her own research funds center. This allows faculty members to track their expenditures and administer purchases as per University guidelines.

Faculty members have discretion in allocating the funds, but all expenditures posted to the funds center must meet two conditions:

1. The expenditures must be for research expenses or scholarly activity as defined above. FSA awards may not be used to support personal expenditures of the faculty member.
2. All expenditures must be made in accordance with University guidelines. (see the [University Spending Guidelines](#), [Procurement Guidelines](#), [Travel Guidelines](#) or other related guidelines). Please note that in order for expenditures to be processed properly you must provide adequate documentation (e.g., receipts, business purpose, quote, purchase requisition, etc.).

If any one of the two conditions above is not met, faculty will be personally liable for payment. Faculty should check guidelines before incurring any expense to ensure that the charge is allowable and to determine the proper procedures in which to purchase such items or to seek reimbursement.

Unused funds at the end of the fiscal year will be rolled over to the next year. The Budget Office will review activity at year end and provide feedback to the Dean.

Along with the flexibility and ease of use that faculty have in spending their research awards comes the responsibility to review funds centers to ensure that transactions are properly recorded, that budgets are properly established for planned spending, and that the balances are correct. Budget deficits are the responsibility of the faculty member and must be resolved by year end (i.e. ending June 30) within the fiscal year in which the deficit occurred.

FSA awardees will automatically receive a bi-weekly budget status report via e-mail. Faculty should review charges made to their funds center on a systematic and timely basis. If there appears to be inaccuracies, they should contact the Deans office and/or Budget Office.

### **Uses of Faculty Scholarly Activity Awards**

Examples of allowable expenditures are as follows:

- Books, reprints, and subscriptions to academic journals.
- Lab equipment and supplies. Any capital acquisitions remain the property of BU. All computer and technology related equipment orders (e.g. computers, laptops, iPad, scanners or printers, etc.) must be approved by the Office of Technology Support Services and ordered through the University procurement office.
- Student employment: If hiring students please work with your administrative assistants, student payroll and financial aid.
- Travel: Faculty must follow the University [Travel Guidelines](#).
- Other allowable expenses.

Unacceptable uses of Faculty Research Awards:

- Transactions that could be construed as personal expenses.
- Items that do not have a clear and direct purpose in supporting the research or scholarly activity.
- Items that do not have a clear benefit to meeting the [mission and strategic initiatives](#) of the University.
- Dual employment, release time or staff compensation.
- Gifts

Questions: Please contact the Budget Office- at x4700

### **Payments from FSA Awards Funds**

The appropriate forms must be used to purchase goods or to be reimbursed for expenditures. Otherwise, an expenditure may not be paid/reimbursed. Please reference the [What to Use to Make or Request a Payment?](#) link, for help.

**Authorized Purchasing/Payment Methods:**

- Travel follow [Travel Management System](#).
- Purchasing Card follow [Purchasing Card Procedures](#).
- Purchase Requisition follow [Purchase Requisition](#).
- Food Purchases follow [PASSHE Expenditures of Public Funds Guidelines](#); [Bloomsburg University Policies/Procedures and Supplementary Information](#) and [Food Approval Form](#).
- Gifts/Awards/Promotional Items follow [PASSHE Expenditures of Public Funds Guidelines](#); [Bloomsburg University Policies/Procedures and Supplementary Information](#) and [Justification/Approval for Gift/Award/Promotional Purchases](#).
- Business Meeting Meals follow [PASSHE Expenditures of Public Funds Guidelines](#) and [Business Meeting Meal Payment Voucher](#).

Faculty members are responsible for adhering to all University processes and guidelines. Guidelines should be reviewed prior to traveling or purchasing any good or services. When completing travel or purchasing documents please be sure to include the newly assigned funds center for your FSA award. Questions should be directed to the appropriate offices:

- Travel/Accounts Payable: Lori Olshefski x4648
- Procurement: Jeff Ulanoski x4313
- Purchasing Card: Jeff Ulanoski x4313
- Budget: Audra Halye x4700
- Award: Deans office: Wendy Krum x5334