Obligation to secure external funding

As members of a Ph.D.-granting department, the faculty have an obligation to make ongoing efforts to secure funding (whether from University or external sources) to support their research and that of their students. The operational costs of core labs (nanochemistry, genomics, nanobiology, nanophysics, instrumentation) are covered by allocations from the Dean to the managers of those labs. Those allocations cover basic lab supplies, on-going operations, and equipment maintenance. Costs specific to individual research projects must be covered from other sources. Faculty should consult with the lab managers to determine what is and is not covered by the basic operational allocation.

Travel:

- Part of the department’s budget ($20,000 in 2019-20) is designated by the Dean for student travel. Students will be invited to apply for travel awards using a form that is available online. The Graduate Studies Committee will review applications and make the awards.
- Each faculty member will be allocated up to $1,500 for conference expenses at the start of the year. Requests can be made for a larger allocation for additional or more expensive trips.
- Faculty with research grants will receive the $1,500 travel allocation in addition to whatever travel funds they may have from their grant. Additional trips should be funded by grants whenever possible, but PIs may request additional funds if necessary.
- Faculty are expected to apply for non-departmental funds to supplement their travel allocation. These include travel awards from the International Programs Center and from the Scholars’ Travel Fund in the Office of Research & Engagement. Deadlines and application instructions are available on those offices’ websites.

Research:

- Requests may be made for money to cover research expenses beyond the basic supplies and equipment available in the core labs, including publication costs. Faculty with research grants may also request funding from the department for unexpected costs that cannot be covered by a grant or their IDC.
- Faculty who have a recent history of external funding may request bridge funding from the department to cover the period between the end of one grant and the beginning of the next.
- Faculty without a research grant are expected to be actively pursuing external and internal grants but department funds will be provided to support research that will help make those efforts more successful. Faculty without external support should regularly
apply for New Faculty Research Grants or Regular Research Grants from the Office of Research & Engagement.

Other expenses:

- Requests can be made for necessary items that are not directly used in laboratory research, such as computers or peripherals, tablets (iPads), office furniture, etc., and for instructional supplies. Reasonable amounts of general office supplies will be provided by Nancy on request and money to buy these does not need to be specially requested.
- Requests for required matching funds on grant proposals should be discussed with the Chair well before the proposal is submitted.
- Occasionally, money becomes available to the university unexpectedly in the spring and the Provost’s Office may ask the deans to submit requests, generally with a very short deadline. In early spring, the Chair will ask for requests for one-time purchases that could be submitted quickly if money become available.

Budget schedule and deadlines:

- The University’s fiscal year (FY) is from July 1 to June 30. All State funds must be spent by the end of the FY and the Purchasing Office has strict deadlines for ensuring that is done. Nancy will establish internal deadlines to ensure that we meet the University’s deadlines.
- There will be two annual deadlines for requests for research supplies, travel, and other expenses: one in July/August and one in January/February. Forms will be available online.
- An initial round of allocations will be made in August and a second round in February each year.
- Request for urgent unanticipated needs can be made at any time.
- In March/April, if it seems that money will be left in our account, the Chair will ask for a final round of additional requests.
- If at any time you decide that you will not be able to spend funds that have been allocated to you, please inform Nancy as soon as possible so they can be reallocated.
- A departmental budget request for the next FY will be discussed with the faculty for submission to the Dean each spring semester.

Budget procedures:

- When allocations are made, Nancy will include the amounts in a spreadsheet for each faculty member on Box that will show the declining balance as the funds are expended.
- P-cards may only be used to spend grant funds or a faculty member’s IDC funds. All purchases to be made with department funds must go through Nancy. Unauthorized P-card charges will be disallowed and may result in the loss of your card.