

## GUIDELINES FOR SPENDING FUSE FUNDS

- ❖ All expenditures associated with a FUSE Award must be consistent with the following **after the award start date:**
    - Project-Related Expenses:**
      - project-related expenses (including travel needed to carry out research)
      - student to travel to a conference to present results of the work
      - travel for the faculty member to accompany student to that conference
      - *International Component* (Spring 2014 and beyond): Up to \$1,000 of supplemental funding awarded to the student to support approved international activities
    - \$500 Student Award:**
      - Awarded to the student after the successful completion of the project.
  - UC400 Course:** Tuition will automatically be applied for the one-hour course if the course results in tuition increase
  - ❖ The mentor is responsible for managing & monitoring the project-related funds. He/she should ensure expenses are allowable, and must follow departmental and University spending policies and guidelines.
  - ❖ Expenses will be charged to the mentor's departmental index or purchasing card and will be reimbursed from the FUSE Grants index once approved by the Office of Research and Creative Activity (ORCA).
  - ❖ **To Obtain Approval from ORCA:** Please follow the procedures outlined below for making purchases using your FUSE Award funds. If questions arise, email [fuse@wku.edu](mailto:fuse@wku.edu).
  - ❖ Faculty Mentor's Incentive: The faculty mentor's college will provide and monitor the faculty mentor's incentive. Contact the mentor's Dean's office for details.
  - ❖ *Do not spend out-of-pocket and expect to be reimbursed.* The University does not have a system in place to reimburse out-of-pocket expenses unrelated to travel (e.g., per diem, incidentals, etc.).
  - ❖ **Please reference the FUSE Award Number on all correspondence and expenditures, along with the mentor's and student's names!!**
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## PROCEDURES FOR SPENDING FUSE FUNDS

### TRAVEL

Up-front travel expenses (such as airline tickets, conference registrations, etc.) should be purchased using your department Purchasing Card. These charges should be done after the award start date, unless otherwise arranged with FUSE. Once the charges hit JPMC, your Office Associate can e-mail [fuse@wku.edu](mailto:fuse@wku.edu) to request that the charges be transferred to the FUSE Grants Index. **Please reference the FUSE Award Number!!**

- Be aware that you can only get reimbursed for the least expensive method of travel.
- Notify the mentor's department head of your travel plans prior to departure, as your department may have internal paperwork regarding liability and disability that must be completed.
- For specific questions, please contact the Travel Office at 745-5327.

### ORDERING MATERIALS AND EQUIPMENT

Order materials and supplies (items under \$2,000) using the mentor's Department Purchasing Card. Once the charge hits JPMC, your department's Office Associate can e-mail [fuse@wku.edu](mailto:fuse@wku.edu) to request that the charge is hardcoded to the FUSE Grants Index.

- **Please reference the FUSE Award Number when requesting a hardcode of charges!!**
- Be sure to mention that WKU is tax-exempt! The tax-exempt number can be found on the Purchasing Card.
- To order items using a Purchase Requisition, work with your Office Associate to complete the process. Your department will be reimbursed for the charges after you submit an Inter-Account form to ORCA (Wetherby Administration Building 209) for approval. **Note:** All supplies and equipment become property of your department after the FUSE Award has ended.

### PAYING FOR PERSONNEL INSIDE AND OUTSIDE THE UNIVERSITY

Please follow standard procedures for paying personnel, including paying human subjects participants: [http://www.wku.edu/compliance/irb\\_payments.php](http://www.wku.edu/compliance/irb_payments.php). All forms must be sent to ORCA (Wetherby Administration Building 209) and signed by the FUSE Financial Manager (or proxy).

**Please reference the FUSE Award Number on all payment requests!!**