

RESEARCH TRUST FUND EXPENDITURE GUIDELINES

RESEARCH TRUST FUND POLICY

The policy of the University of Massachusetts is to comply fully with Massachusetts General Laws Chapter 29, Section 6B (Federal Grant Funds; Definitions; Applications; Notice and Procedural Requirements; Restrictions on Expenditure of Funds; Institutions of Higher Learning) Paragraph g. on the uses of overhead generated by institutions. This law says:

“Any portion of a federal grant received by an institution of higher learning which, according to the conditions of said federal grant, is to be paid for or to cover any purpose other than the direct object of the grant may be transferred in whole or in part to separate accounts and expended without appropriation for the support of:

1. a computer or computers
2. of another research grant, or
3. of publishing programs under the exclusive control of such institution, or
4. for faculty research or research and scholarly work under the supervision of members of the faculty of such institution.”

RESEARCH TRUST FUND EXPENDITURE GUIDELINES

The guidelines articulated below provide a formalized interpretation of the statute governing Research Trust Funds. The goal is to assure consistency in interpretation and implementation of State Law regarding Research Trust Funds.

APPROPRIATE EXPENDITURES

All expenditures must comply with all other relevant University policies for expenditure of funds regardless of source.

1. Research Trust Funds may be expended for the following purposes, in conjunction with research or scholarly projects not directly funded by a grant and approved by the appropriate Dean or Department Head.
 - a. Support of personnel and expenses
 - b. Purchase of supplies, equipment or services (i.e., animal care charges, equipment repair services, telephone tolls, etc.);
 - c. Travel to scientific and professional meetings between collaborators' locations;
2. Support for central research support facilities (i.e., shared computer facilities, multi-departmental research equipment, etc.);
3. Costs of publishing;
4. Support for a computer or computers, software and development costs including personnel;

5. Salaries and required benefits of personnel engaged in support of an allowable activity;
6. Construction of facilities, with the understanding that only those structures exclusively intended for research may be so funded.

This list is not all inclusive. Special circumstances will dictate decisions as to the appropriateness of expenditures.

SALARIES

For all employees whose salaries are funded through a Research Trust Fund, there should be evidence that the duties performed clearly fall within the limitations outlined by the existing statute.

In the case of summer salaries, the University regulation is that, under any circumstances, summer salary cannot exceed 33% of annual salary.

DOCUMENTATION

All documentation must comply with University standards for documentation regardless of source of funds.

Documentation to support business meals and entertainment functions should clearly state the business purpose of the expense as it related to the allowable activity, including a list of individuals or groups in attendance.

All expenditures which are not clearly and obviously related to an allowable activity should contain supporting documentation adequate to justify the expenditure to an allowable activity within the limitations imposed by Trustee policy and the referenced statute.

CAPITAL RESERVES

Campuses may transfer Research Trust Funds to Capital Reserve Accounts for the purpose of upgrading research facilities. These accounts must be appropriately established on the University's Financial Records System. Board of Trustees approval must be obtained prior to establishing accounts for projects with total estimated expenditures in excess of \$1 million. The Board will review requests which include a statement of purpose, estimated project duration and cost.

OVERHEAD ON STATE, LOCAL AND PRIVATE GRANTS AND CONTRACTS

Any portion of a state, local or private grant or contract which, according to the conditions of the grant, may be expended for any purpose other than the direct object of the grant may be transferred in whole or in part to separate accounts and expended without appropriation.

All expenditures must comply with relevant University policies for expenditures of funds regardless of source.