

August 20, 2012

University Policy on Use of Internal Research Grant Funds

Preamble

The following are guidelines to assist grantees in the acceptable use of internal grant funds, i.e. start-up research grant funds, professional and development grants provided by the Provost or Deans to faculty members and academic administrators. The Guidelines apply to all internal grants, regardless of the specific source of funding.

General Principles

Internal research funds must be used effectively and economically. The expenses covered must be essential for the research for which the funds were awarded.

A grant is not part of the Grantee's salary and is provided for the mutual benefit of the University and the researcher. All equipment and material purchased or collected with internal grant funds belong to the University and not to the individual Grantee. As owner, the University is responsible for ensuring that the equipment is used to support research. Decisions on the use and management of the equipment should be made between the University and the Grantee, normally in consultation with grantee's AAA Head or Dean as appropriate.

Start-up research grants are intended for the purchase of a computer and related software as required. The remaining portion of the grant, if any, may be used in any way the Head/Dean approves. The grant is not intended to support commitments made prior to beginning the appointment.

Grantees are expected to comply with all University internal control procedures in order to protect these assets. Grantees will be fully responsible for all assets while in their possession and promise to reimburse the University for its replacement value in the event it is damaged or stolen.

Grantees are responsible for inventory and inventory control keeping of any institutional assets, *i.e.* equipment, books, etc.

Should the Grantee give a notice of resignation, all research grant funds will be frozen and any unconsumed material, including equipment, books, software, *etc.*, purchased with these funds will be left in care of the Dean. The Grantee may be given the option of purchasing equipment at market price. The University will continue to honour any student payroll commitments through the research grant.

If the Grantee leaves the University within the first three years of his/her appointment, the startup grant will be frozen and the start up grant expenses paid by the University will be repayable in the following amounts:

- (i) in full if he/she chooses to resign within the first year of the appointment
- (ii) in the amount of 2/3 of the grant expenses, if resignation occurs within the 2nd year of the appointment
- (iii) in the amount of 1/3 of the grant expenses, if resignation occurs within the 3rd year of the appointment

The University's existing purchasing, credit card, travel and entertainment policies are to be applied (<http://www.uwindsor.ca/vp-planning/policies>). Any unauthorized transactions may be considered as improper use of University funds and the grantee may be subject to further disciplinary action. The University has the right and responsibility to withhold payment of expenses submitted for reimbursement by the grantee that contravene University requirements or policies.

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Office of the Provost

