



## QUESTROM RESEARCH BUDGET POLICY

*(Effective July 2021)*

### ELIGIBILITY & ALLOCATION PROCESS

Tenured faculty must be Research Active (i.e., research merit rating of 1-3) to receive research budget support. Research budgets for recently hired tenure-track faculty are contracted at the time of hire. Faculty become eligible for merit-based research budget allocations once contracted allocations have been exhausted. Endowed Chairs operate outside this system and receive standardized research budgets recognizing their lifetime achievements.

Standard levels of merit-based budget support typically range from \$5,000-\$15,000 depending on rank and research performance. Research performance is gauged using the faculty member's research rating from the annual merit review process. Allocations are based on a holistic assessment of research productivity and consider pipeline of papers under review, working papers, and research works-in-progress.

Research budget allocations are effective for a one-year period, July 1 – June 30. Faculty are limited to a \$20k maximum total annual allocation from the Dean's Office. **Research active faculty are not permitted to carry funds across fiscal years unless contracted otherwise. Faculty requesting an exception to this policy must submit a detailed justification to their department chair for review. All requests are subject to final approval by the Dean's Office.**

Whenever possible and appropriate, faculty that have grants or gifts should ensure that those accounts are appropriately spent *first* to demonstrate the good stewardship of these funds prior to the allocation of any expenses against their Dean's Office funded research budgets. Faculty that are awarded Provostial professorships will receive a reduced research budget from the Dean's Office during the term of their professorship. Contracted research budgets for tenure track junior faculty will resume at the originally contracted amount once the Provostial professorship has ended.

Research and clinical professorial faculty will be considered for research budget support only as funds are available after allocation of budgets to tenured research faculty.

Those on Provostial assignments, unpaid leaves of absence, or retirement/terminal contracts do not qualify for research budget support; these faculty will still have access to any existing balances in their research budgets.

Department Chairs each control an additional research budget of \$10,000 to support the scholarly activities of faculty within their department; expenses must meet research budget policy to qualify.

### APPROPRIATE USAGE OF FUNDS

Faculty research budgets are intended for the express use of supporting scholarly activities and are subject to University and School guidelines. Faculty should work with Department Chairs and Finance and Administration to ensure adherence to University policies and Questrom norms regarding allowable expenses, procurement methods, and hiring practices.

Typical allowable expenses include conference and subject fees, interview transcription, RA and TA support, databases, copy editing, and journals/books. All hardware, software and data-related purchases must directly and primarily support scholarly activities and be processed through Questrom IT to qualify for allocation to a research budget. Faculty should refer to the attached Allowable Expenses Matrix for further clarification surrounding appropriate spending habits and their research budgets.

Additional scrutiny will apply to purchases defined as technological accessories. This been an area of significant abuse and does not align with the research nature that the Faculty research budgets are intended for. As such, all expenses should be of reasonable cost and purchases will be approved at the Dean's Office discretion. Spending in this category should be minimal and purchases must be made through Pcard or Amazon Business.

**Please refer to the Allowable Expenses Matrix (pg. 4) for an overview of allowable vs. inappropriate expenses.**

Full policies can be found at <http://bu.edu/policies>. Questrom travel guidelines can be found at [https://questrompublish.bu.edu/toolkit/Forms for Admin Tool Kit Financial/Travel Expense Guidelines FY1 5.pdf](https://questrompublish.bu.edu/toolkit/Forms%20for%20Admin%20Tool%20Kit%20Financial/Travel%20Expense%20Guidelines%20FY15.pdf).

#### **Back2BU: ADJUSTMENTS TO PRIOR YEAR RESEARCH BUDGET EXPENSE POLICY**

The COVID 19 exemption for office supplies (consumable supplies such as pens and paper, and printer ink and toner for home office printers) will no longer be granted; these will once again be available in Room 521 provided by your department and can be requested through your Department Administrator \*

\* Durable goods not funded by your department must be submitted for approval via Amazon Business and shipped to Questrom.

Hardware such as monitors, desktop machines, and printers that have been brought off campus must be returned to each faculty member's office at Questrom.

## MERIT-BASED RESEARCH BUDGET ALLOCATIONS FOR AY 2021-22

### **Annual Research Budget: \$5,000**

**Eligibility:** All tenured faculty

**Qualification:** Faculty who qualify as “research active” with a research merit rating of 3 in the most recent three-year merit review period (i.e., between 6-11 research points or 1 “A-” level journal publication in the current year) will receive \$5,000 in research funding for the academic year.

### **Annual Research Budget: \$10,000**

**Eligibility:** All tenured faculty

**Qualification:** Faculty who gain distinction in research with a research merit rating of 2 in the most recent three-year merit review period (i.e., between 12-19 points with at least one “A-” level journal publication across three years or one “A” level journal publication in the current year) will receive \$10,000 in research funding for the academic year.

### **Annual Research Budget: \$12,500**

**Eligibility:** All tenured faculty

**Qualification:** Tenured faculty who achieve a highly-distinguished research record in the most recent merit review period with a research merit rating of 1 (i.e., 20 or more points with at least one “A” level publication across three years) receive a total research budget of \$12,500 for the academic year.

### **Annual Research Budget: \$15,000**

**Eligibility:** Dean’s Research Scholars & Everett Lord Scholars

**Qualification:** Faculty holding honorary titles receive an annual research budget of \$15,000 for the effective term of their appointment.

<b>ALLOWABLE VS. INAPPROPRIATE EXPENSES</b>	
<u>Allowable Expenses</u>	<u>Inappropriate Expenses</u>
<ul style="list-style-type: none"> <li>• Books</li> <li>• Clerical and administrative help (requires Dean’s Office pre-approval)</li> <li>• Computer hardware ( Laptops, tablets) and software</li> <li>• Conference registration fees</li> <li>• Data/Databases/Cloud Computing</li> <li>• Common travel expenses including meals, hotels, and luggage fees</li> <li>• iPads, Kindles, Nooks, etc. (not including connectivity costs)</li> <li>• Meals, local transportation, and other local expenses for research collaborators or work meetings</li> <li>• Membership in professional organizations (not allowable on federal grants)</li> <li>• Publication fees</li> <li>• Photocopying/photography costs</li> <li>• Professional journal subscriptions</li> <li>• Research &amp; student assistants</li> <li>• Sponsoring a student’s travel or research expenses</li> <li>• Study subject fees</li> <li>• Digital Subscription Services; Software as a Service</li> <li>• Continuing education conferences, courses &amp; events</li> </ul>	<ul style="list-style-type: none"> <li>• Business or first-class travel (except as allowed by university policy, as described above)</li> <li>• Cell Phones</li> <li>• Childcare</li> <li>• Clothing (or care/maintenance thereof)</li> <li>• Personal Club memberships</li> <li>• Cost of commuting between home and campus</li> <li>• Office Supplies, Office Furnishings, or Office Decor</li> <li>• Fundraising, Marketing, &amp; Advertising expenses</li> <li>• Gifts, Sponsorships, &amp; Donation Expenses</li> <li>• Home or office furniture &amp; renovations</li> <li>• Moving expenses</li> <li>• Network connectivity subscriptions for iPad, eReader, or wifi devices</li> <li>• Salary paid to any faculty member (unless specifically authorized)</li> <li>• Family member travel</li> <li>• Student functions/ Curriculum or Classroom expenses (Ex. catering for a class section or Guest Speakers)</li> <li>• Home Office Computers/Hardware – (Faculty with an office desktop may purchase a tablet or laptop)</li> <li>• Personal Subscriptions (Dropbox, Survey Monkey, Skype, iTunes, etc)</li> </ul>

## TECHNOLOGICAL EXPENSE GUIDELINES

- **Computer hardware:** Laptops, Tablets, iPads: Available for replacement every three years. Must be purchased through ITS and asset tagged. Must be surrendered when appointment ends.
- **Kindles, Nooks, Assorted eReaders (not including connectivity costs):** For individual purchase and use only. Available for replacement every three years. Must be purchased through Amazon Business. Must be surrendered when appointment ends.
- **Data/Databases/Cloud Computing, etc:** Must be purchased by contacting Finance administrator; Sourcing approved Contract required.
- **Computer software:** Contact Finance administrator; Sourcing approved Contract required for non BU/QST Platforms. Contact ITS for access to QST or BU software applications.
- **Digital Subscription Services/Software as a Service:** Questrom has licenses for surveying/polling, video hosting, video conferencing, note taking and cloud storage applications: ITS must be contacted for access to the Questrom tool. If a Questrom or University license does not exist, a request must be submitted and approved by Sourcing through the Finance Administrator; Subscription services/SaaS are not reimbursable. *Time and attendance subscriptions are not permitted due to FERPA restrictions.*
- **Technological Peripherals/Accessories:** This category includes expenses such as printer ink/toner and plug in peripherals such as headphones, webcams, keyboards and mice. All expenses must be of reasonable cost. Final approval at Dean's Office discretion. Spending in this category should be minimal. Must be requested through Amazon Business.