

Questrom Research Budgets

Policy & Process: for
Department Administrators

Questrom Research Budget Policy Document

- Covers two elements:
 - Eligibility & allocation process for Questrom awarded funds

- *Faculty Actions lens*



- Appropriate use of funds & allowable vs inappropriate expenses matrix

- *Finance lens*



“Charge my Research Account”

- All encompassing policy
 - Majority of funds are awarded by Questrom, but includes all potential sources (Provost, etc.)
 - Frequently refers to funds in 9090001238
 - Different ways to qualify for funding
 - Typically referred to as “research account/budget” or “DNO” funds
 - **Clarify** with your faculty what funds they are referring to and **familiarize** yourself with their sources of funds

Research Versus Teaching

- Research: Independent (or collaborative) scholarly projects
- Teaching/Service: The work the faculty do for the department/students/school.
- Tuition pays for the latter – gifts & endowments pay for research. This is why Department (teaching) expenses & research expenses are charged to different places & tracked separately; they are funded in different ways.

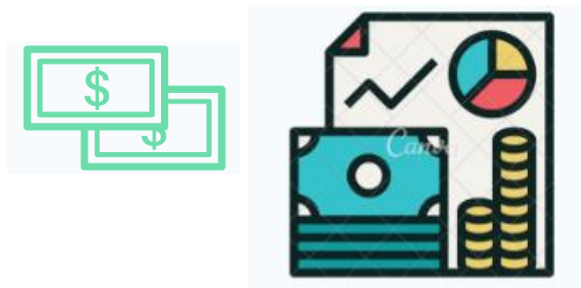


Research Accounts Covered under the Policy

- **Endowed Chairs** – awarded by QST, typically keep till retirement *(Sometimes funding will still be in 1238 until the spendable endowment is ready)*
- **Provostial Professorships** - 2-3 year term awarded by Provost's Office. *(Not subject to the eligibility & allocation process/ caps of the Questrom research policy because it is not awarded by Questrom)*
- **Research Professorships** - Awarded by QST, but funded from gift/endowment- 1 year term *(Must be charged directly to the endowment: These are tracked within the Dean's Office and faculty are notified of their award in the fall. Expires at the end of the fiscal year.)*
- **Research Budget/Account** - 9090001238- *awarded by Questrom either contractually or through merit- subject to annual rollover cap*

Research “Accounts” Excluded from the Policy

- **Grants – these are true research accounts, but they are excluded from the Questrom Research Budget policy.**
 - *The allowable budget and the effective dates of grants will be set & approved by the project sponsor and can be reviewed in the BW.*
- **Funds being tracked in your Department Discretionary-** if a faculty member has funds available in your department discretionary (subaccount), these are not subject to Questrom research budget policy.
- When faculty ask you to charge their “research funds”, it is ***critical*** to clarify which source of funds they would like to use (if they have multiple) in order to determine whether this policy/process is applicable.



Eligibility & Allocation vs Appropriate Usage of Funds/ Allowable Research Expenses

- Eligibility & Allocation Process is relevant to Questrom awarded funds only (*Research Budgets & Endowed Chairs*)

- Budget effective dates
- Rollover amounts
- Allocation process



- Appropriate use of funds/allowable expenses: applicable to all funds subject to the Research Budget Policy (*Research Budgets, Endowed Chairs, Research Professorships, & Provostial Professorships*)



Eligibility and Allocation (DNO Research Budget)

- **Tenured Faculty:** contracted amount at time of hire.
- **Tenure Track Junior Faculty:** contracted amount at time of hire.
- **Research Active Tenured Faculty:** funds awarded based on merit.
- **Professional Teaching Faculty:** funds awarded based on merit if remaining funds are available after the above allocations are fulfilled.

Research Budget Notification Process

- Faculty with funds awarded by **merit** are typically notified via email of their research budgets for the following academic year in **August** or **September**.
- Faculty receiving **Provostial Awards** and **Research Professorships** are notified via email at the **time** of the award.
- In each circumstance, as the DA, if you are not copied on the initial email, you will be **copied on a follow up email** containing the account number and relevant information to help your faculty spend the funds.

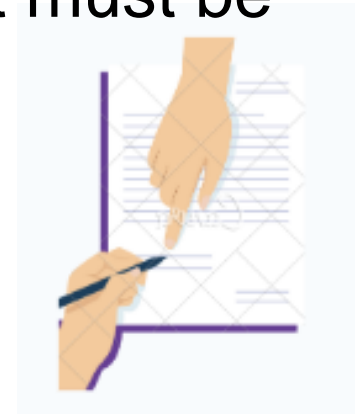
Effective Dates & Caps (Research account & Endowed Chairs)

- **Research budget allocations** are effective for **one year**: July 1- June 30 (FYE).
- **Budget caps apply**: limited to \$20k maximum award.*
 - (*Endowed Chairs = \$25k)
- As of this year, maximum rollover amount is \$15k.
- This amount could change again in the future (was previously \$20k).

Notes on Rollover Caps

- Contractual terms trump policy
 - Faculty offer may list a permitted carry over amount across academic years that is higher than the current research budget policy rollover cap. In these circumstances, the higher amount must be honored.

review year AY 2025/26. If your tenure review is successful and you are awarded tenure and promotion at Boston University, we will award you an additional \$10,000 research budget in AY 2026/27, for a maximum of eight guaranteed allocations and \$80,000. **You will be permitted to carry over funds across academic years up to a maximum of \$20,000,** including funds from your Questrom research budget as well as any additional research funds you may be awarded by the University or the School.



Expense Policy

■ Refer to document

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 Department Administrators 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, 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 Development Fund is 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 Department Administrators or Amazon Business.

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



■ Faculty must follow correct workflow

DAs are Responsible for:

■ Expense Policy

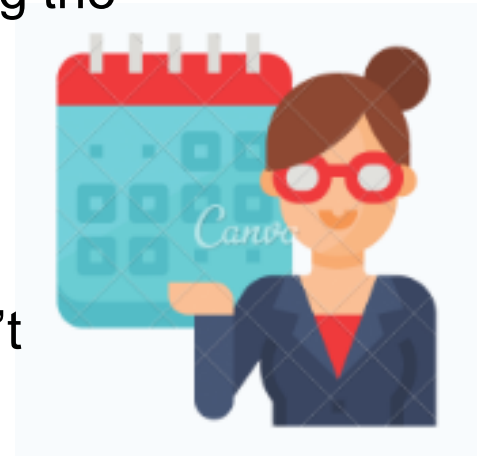
- Understanding what is allowable or an inappropriate charge to a research account.
- Understanding the nature of the expense the faculty intends to purchase, and getting clarification if necessary.

■ Effective Dates

- Approving reports or submitting charges only during the effective dates of a research budget/allocation.

■ Budget Tracking



- Staying within budget for the accounts you track.
- Checking the Facfunds page for accounts you don't track.



DA Responsibilities, Cont'd

- Budget Tracking, Cont'd
 - Reaching out if necessary for confirmation of fund availability before approving or submitting expenses when a balance is low to ensure funds don't become overspent.
 - Allocating expenses appropriately: guiding faculty to use their gifts/grants/provost funds ***first (funds that expire/we report on)***.
- **Ask your faculty: Know their intention, but understand the policy. *You are there to help them follow the policy and make the most of their funds.***

Faculty are Responsible for:

- Spending their funds. 
- Checking their balance. 
 - Questromworld > Faculty > Faculty Funds
- Coming to their DA's with questions about how to spend their funds (before they spend).

