Guidelines for Spending FUSE Funds

- All expenditures associated with a FUSE Award must be consistent with the following:
  
  **Project-related Expenses:**
  - Up to $1,000 for project-related expenditures (including travel needed to carry out research)
  - Up to $1000 (or $800 for awards made before Spring 2013) for the student to travel to a conference
  - Up to $1,000 (or $800 for awards made before Spring 2013) for the mentor to travel with student to 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, including completion of the CE/T for Honors students

  **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 (OR).

- **To Obtain Approval from OR:** Please follow the procedures outlined below for making purchases using your FUSE Award funds. If questions arise, email 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**

When possible, pay for up-front travel expenses (such as airline tickets, conference registrations, etc.) using your department Purchasing Card. Once the charges hit Payment Net, your Office Associate can e-mail fuse@wku.edu, pam.davidson@wku.edu, and marci.morehead@wku.edu to request that the charges be transferred to the FUSE Grants Index #228001. **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 Payment Net, your department’s Office Associate can e-mail fuse@wku.edu, pam.davidson@wku.edu, and marci.morehead@wku.edu to request that the charge be hardcoded to the FUSE Grants Index #228001. **Please reference the FUSE Award Number when requesting a hardcode of charges!!**

- Make certain 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 OR (Potter Hall 301) 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 OR (Potter Hall 301) and signed by the Office of Research’s authorized representative. **Please reference the FUSE Award Number on all payment requests!!**