

FUSE Post-Award Activities

So, a faculty member has a FUSE grant....NOW WHAT???

Processing FUSE Expenses

Remember that ALL University Guidelines and Procedures must be followed when purchasing supplies or making travel arrangements. Department funds should be used when purchasing supplies when at all possible. The Department Office Staff will then request reimbursement from FUSE.

Processing Expenses can be done in several different ways:

A. PCard Hard Code Requests

You will take a snip of the transaction on JPMC website. Email that transaction with corresponding receipts to fuse@wku.edu. Please do not send to Pcard Admin at the time you send to FUSE for approval. We will forward it to them with the approval and cc you. Along with the snip and receipt, provide the FUSE Award number and any description of what was purchased. Feel free to mention the FUSE index as well, but this is not required.

B. Travel Voucher

Be sure to send any travel vouchers to FUSE after appropriate department signatures have been obtained. Do not send on to Travel. These documents must be recorded within the FUSE database before they can be approved. Travel vouchers should have: any original (non-pcard) receipts for reimbursement, departure & arrival times listed, copies of any pcard expenses listed along with the FUSE Award number. Any up-front travel should be purchased using WKU funds (P-card) when possible.

C. Inter Account

The Department office must keep track of these expenses. Expenses will not automatically be moved to the FUSE index from the department index. Be sure to send to FUSE for proper signatures. FUSE will forward to Accounting after the expense has been recorded. Inter-Accounts are only required to show where the expense has hit the Credit Banner Index. FUSE does request that any additional information concerning what was purchased or requests to purchase are sent as well, but it is not required. Anything additional that can be documented in the database is appreciated.

D. Payment Authorizations

These can be used for participant support or incentives. FUSE cannot use Payment Authorizations to reimburse any personal expense unrelated to travel. Any exceptional expenses should be clearly listed in the application. Please have faculty or office associate request approval to use personal funds for any expense listed in the application before the

purchase is made. These purchases are approved on a case-by-case basis.

E. Contracts

Mentors or students are not permitted to sign any purchasing contracts on behalf of WKU. All contracts must go through Purchasing and Procurement Services per WKU policy.

Other Important Information

A. Timelines – find current cycle due dates [here](#)

Fall Cycles: The application submission portal within SPIRIT opens in February. Applications are due in March. The awards begin in August (Award Date).

Spring Cycles The application submission portal within SPIRIT opens in September. Applications are due in October. The awards begin in January (Award Date).

B. Closing the Award

Just as no spending will be allowed before the Award Date, spending should end 30 days prior to the Award End Date, when the student's final report is due within SPIRIT. Once this is submitted, our office will be notified to begin the student stipend (\$500) payment process.

C. Faculty Mentoring Capacity

Faculty members may mentor up to four FUSE submissions per cycle and no more than two funded proposals. If a faculty member is listed as a mentor on more than two funded proposals, a co-mentor must be included at the time the application is submitted.

Active FUSE Indexes

- 228116 Fall 2024 24-FAXXX
- 228117 Spring 2025 25-SPXXX
- 228118 Fall 2025 25-FAXXX
- 228119 Spring 2026 26-SPXXX
- 228120 Fall 2026 26-FAXXX