



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 2.0300

SECTION: Research

TITLE: Internal Grants

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### **I Scope and Purpose**

This policy covers all internal grants and allocations of funds for specific projects related to research, creative activities, and outreach provided by the Office of Research.

### **II. Policy**

1. Internal grants have three functions: professional development of the recipient faculty or staff member; promotion of the research portfolio of WKU; and the common good of society.
2. It is the responsibility of the awardee (typically termed the Principal Investigator – P.I. or Project Director - P.D.) to ensure that all expenditures serve all these functions to the greatest extent possible.
3. All internal grant funds remain the property of WKU (or WKURF in some cases), and must be administered in compliance with all policies, laws, and other regulations.
4. For all internal grants issued under specific programs, all expenditures must follow budget guidelines related to the program under which the grant was awarded.
5. A PI/PD is responsible for ensuring that expenditures do not exceed the total budget; any expenditure above the established budget of an internal grant will be assessed against the department in which the PI/PD holds primary appointment, failing which it may become the personal responsibility of the PI/PD

### **III. Procedure**

1. All grantees of internal awards will be notified by an award letter. This will be sent in electronic form to the WKU email address of the PI/PD. This method constitutes official notification, although other means may also be used.
2. All expenditures must be incurred between the date of notification and the termination date of the grant. Absent a specified termination date, the end of the fiscal year in which the award letter was issued shall be used as the termination date.
3. The funds associated with the grant may be assigned to a new index, or by the addition of funds to an existing index.
4. No expenditures may be made within 90 days of the PI/PD leaving the employment of WKU.

5. In the event that the PI/PD leaves WKU, unspent funds will typically be returned to their source. In exceptional cases, a request may be made by the exiting faculty member to transfer the award to another faculty member, who must consent to this transfer. The original termination date will remain. The transfer must be endorsed by the department head(s) of both faculty members, and will be forwarded to the Vice President for Research for consideration. The decision of the Vice President for Research shall be final.