

# SJSU Research Foundation Research, Scholarly, and Creative Activities Account Eligible Expense Policy

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## Administration

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### 1.0 Purpose

The San José State University Research Foundation (SJSURF) is responsible for administering facilities & administration (F&A) returns for the colleges. This policy provides guidance on the appropriate use of these funds for research, scholarly, and creative activities (RSCA).

### 2.0 Responsibility

The SJSURF executive director is responsible for implementation, maintenance, and oversight of this policy.

### 3.0 Scope

This policy applies to all San José State University faculty researchers.

### 4.0 Definitions

Not applicable.

### 5.0 Policy

To further support RSCA, a portion of F&A funds will be returned to the colleges, departments, and faculty to incentivize sponsored research activities and assist departments and investigators in ways that will enhance SJSU's research enterprise. Projects on which the indirect rate exceeds the calculated administrative percentage for that fiscal year qualify for a return. No return of less than \$50 will be made.

#### 5.1 Expected Uses for F&A Return

RSCA variable F&A distributions occur at several levels. The fraction returned to the investigator provides a means to purchase many shared items and costs that cannot be identified readily and specifically with a specific sponsored project. The funds pooled at the college and department level can support strategic initiatives or collective needs.

Charges to F&A return funds must be for a valid business purpose and good judgment should be used in determining the propriety of all expenses. Account holders must be in good standing with the university, SJSURF, and any related funding agencies. Expenses must have proper supporting documentation and adhere to SJSURF purchasing and expense guidelines.

SJSURF reserves the right to reject all financial transactions that do not adhere to its guidelines. The vice president of Research and Innovation has the authority to direct amounts from individual RSCA fund accounts for the purposes of ensuring that the respective PI's RSCA and related spaces and facilities are in compliance with local laws, university policy, and funding agency requirements. Any loss of PI status related to a change of employment, period expiration, or other circumstance will result in the balance of the RSCA account being transferred to the relevant academic college's RSCA account. All items purchased with F&A returns are the property of the college.

## **5.2 Allowable Uses of F&A Returns**

F&A returns may be used for the following:

- Programs to increase university RSCA capabilities;
- Support of research in departments where outside grant funding is not preferred;
- Matching funds that are required for sponsored projects;
- Purchase of equipment or materials as needed to support research, including software, printers and copiers, computers, and equipment;
- Support of research administrative and management services;
- Building or renovation of research facilities;
- Institutional and individual professional memberships (related to your area of research activity);
- Employee or student appreciation;
- Program related or professional consultant, speakers, or guest lectures;
- Onsite or offsite faculty and staff or student conferences or training seminars;
- Meals at business meetings;
- Higher education, profession-related publications;
- Scholarships;
- Stipends;
- Food and breakroom supplies related to RSCA programs, cleaning and maintenance;
- Employee business travel directly related to RSCA.

## **5.3 Unallowable Use of F&A Returns**

F&A returns may not be used for the following:

- Alcoholic beverages (consistent with SJSURF Finance and Accounting policies);
- Personal expenses (entertainment, recreational memberships benefiting the individual, companion, or spouses' costs);
- Personal recognition events;
- First class airfare;

- Office decorations;
- Personal loans;
- Purchases of or goods or services for personal use (e.g., child care, pet care services, non-business meals);
- Fines for parking or moving violations and related towing expenses, personal vehicle repairs and maintenance;
- Any travel not permitted by the *San José State University Research Foundation Travel Policy*;
- Any expenses not permitted by the *San José State University Research Foundation Procurement Policy*.

## 6.0 Related Policy Information

Not applicable.

## 7.0 Required Forms

Not applicable.

## 8.0 References and Related Information

*San José State University Research Foundation Travel Policy*

*San José State University Research Foundation Procurement Policy*

## 9.0 Record Retention

All documents and records are maintained in accordance with SJSU Research Foundation *Record Retention* requirements.

Record	Retention
<i>Research, Scholarly, and Creative Activities Account Eligible Expense Policy</i>	This document is effective until further revised or updated. Outdated or revised documents will be maintained in accordance with Research Foundation Record Retention requirements. The Research Foundation will maintain the signed original and electronic copies of the approved policy and all updates and replacements.