



Fund Spending Tips

- ❖ Effort budgeted and charged needs to reflect the effort extended on behalf of that employee (faculty/Students) for the research purpose of that award.
- ❖ Effort budgeted may be negotiable depending on the sponsor's policies and re-budgeting techniques – sponsor approval requires.
- ❖ Effort cannot be moved between or onto federal awards if the effort period concerned is more than 3 months old unless special circumstances exist. Detail justification is needed.
- ❖ All charges must be both applicable to the research efforts as well as allowable on these funds per the agreement with the sponsor and designated areas of spending.
 - Individual membership fees should not be applied to a federally funded award since the membership typically benefits all areas of research. If it is determined necessary, 100% cannot be placed on one grant. The charge must be split to reflect its relationship with each award the PI has and to reflect uses of the membership that may not be research related.
- ❖ Reimbursement for travel should follow where the effort of the employee being reimbursed
- ❖ Refer to IORA for the award contract details and regulations. Be mindful of restrictions for prior sponsor approval on specific expenditures and/or effort requirements.