# **EXPENDITURE GUIDELINES**

Records are maintained in Grawn 250, Office of the Dean, for faculty members who are entitled to use research credit funds granted by the Associate Dean.

Expenditures may apply to the following:

A. Computer software, data, and data storage to support research

B. Office supplies to support research

C. Professional books or journals (excludes textbooks)

D. Student assistance to support research

E. Travel to professional meetings, workshops, and seminars

F. Membership dues in professional organizations

G. Communications charges related to research

H. Fees charged by copyeditors and proofreaders

1) Disbursements for travel to make professional presentations (Other Intellectual Contribution for AACSB academic qualification standards) require a hard copy of the faculty member’s short AACSB vita documenting the OIC. Requests for travel reimbursement must follow the same procedures as for any University-approved travel. The University requires that all purchases follow the normal purchasing requirements.

2) A CMU credit card should not be used to purchase something that is being reimbursed with research credit funds or CBA teaching awards. Such items should be charged to a personal credit card that will then be reimbursed.

3) All expense vouchers for data, software, or equipment must first be prepared by the department and then forwarded to Grawn 250 to be approved by the Associate Dean before items can be purchased. Equipment and equipment upgrades for personal ownership may not be purchased from this fund. Equipment and equipment upgrades which will remain the property of CMU may be purchased if approved by the department chairperson in advance. Ordinarily, faculty should seek department funding for equipment purchases.

**This award program is strictly and solely for the research credit program established through the Office of the Dean. Payment considerations are only considered and authorized through the CBA Dean’s Office. The Faculty Development Committee emphasizes that this research credit in no way is meant to compete with, supersede, interfere with, or serve as a model for CBA individual department Bylaws. The determination of journal quality for promotion and tenure decisions is most comprehensively understood and determined at the department level, independent of any program established by the FDC. This document is not intended to serve as a model for AACSB academic qualification standards.**

No reimbursement may be made for personal expenditures incurred prior to the receipt of research credit funds.

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