

## Spring 2026 FUSE Grant: Fuel Your Research Journey

The FUSE Grant empowers your research with up to \$3,000 for project expenses, a \$500 stipend for successful completion, and, for global projects, the International FUSE Award adds up to \$1,000 for international activities. Applications open in Fall 2025 (due by October 31, 2025), with funds available starting January 15, 2026, and final reports due May 15, 2027. Here's a guide to help students and mentors navigate the spending rules.

### What Can You Spend the FUSE Grant On?

Starting January 15, 2026 (no pre-award spending allowed), the \$3,000 grant covers:

- Project-related expenses: Supplies, equipment, or travel needed for your research.
- Conference travel: Costs for you to present your work at a conference.
- Mentor travel: Support for your faculty mentor to join you at the conference.
- Tuition scholarship: Covers tuition for the one-hour FUSE course if it increases your tuition.

Key Rule: Funds can only support the student(s) named in the FUSE application.

### International FUSE Award

Going global? The International FUSE Award includes the standard \$3,000 award plus up to \$1,000 for international research activities.

### \$500 Completion Stipend

Successfully complete your project and submit your final report by May 15, 2027, to earn a \$500 stipend (split equally if multiple students are involved).

### Spending Rules & Responsibilities

Your faculty mentor manages and monitors funds, ensuring compliance with university and departmental policies. Here's the breakdown:

- Expenses: Charged to your mentor's departmental index or purchasing card (Pcard), then reimbursed from the FUSE grant index after FUSE index approval by the Office of Research and Creative Activity (ORCA).
- No out-of-pocket reimbursement: Personal expenses (except specific travel costs like per diem or mileage) cannot be reimbursed.
- Questions? Email [fuse@wku.edu](mailto:fuse@wku.edu). Follow these guidelines to maximize your FUSE Grant and make your research a success. Happy exploring!

## How to Spend FUSE Funds

Include your FUSE award number (26-SPXXX), student name, and mentor name on all requests.

### Travel

Follow WKU travel policies (contact the Travel Office at (270) 745-5327 for details), and choose the least expensive travel options:

- Up-front costs (i.e. airfare, lodging): **Use your mentor's departmental Pcard.** Once charges appear in JP Morgan Chase, department staff can email [fuse@wku.edu](mailto:fuse@wku.edu) (subject: "HARDCODES") to transfer charges to the FUSE index.
- Out-of-pocket travel costs (e.g., food, mileage, taxi fare): **Reimbursed after travel via a Travel Voucher.** After departmental approval, email the voucher to [fuse@wku.edu](mailto:fuse@wku.edu) for FUSE index approval. You can find more information on travel guidelines [here](#).

### Materials & Supplies

- **Order using your mentor's departmental Pcard.** Once charges appear online (i.e. JPMC), departmental staff (Office Associate/Coordinator) can email [fuse@wku.edu](mailto:fuse@wku.edu) with the invoice/receipt and a screenshot of the charge to transfer to the FUSE index.
- Tax-exempt: Use WKU's tax-exempt number (on the Pcard) to avoid taxes.
- Ownership: Supplies become departmental property after the award ends.
- No personal cards: Purchases on personal credit cards may not be reimbursed.
- Deadline: Complete all Pcard and purchase orders 30 days before the award's end date.

## Paying Personnel/Human Subjects

Follow WKU's standard procedures for paying personnel or human subject participants through the [Office of Research Integrity's compliance program on human subjects research](#). Submit all forms to the Office of Research Integrity (ORI), located in the Wetherby Administration Building, Room 301, or email [ori@wku.edu](mailto:ori@wku.edu), for approval by ORI's authorized representative.

## Key Dates for the Spring 2026 FUSE Grant

- Application Portal Opens: September 4, 2025
- Application Deadline: October 31, 2025 for students *with Mentor Approval by November 6<sup>th</sup>*
- Award Start Date: January 15, 2026
- Final Report Due: May 15, 2027