

## FUSE Post-Award Activities

So, a faculty member has a FUSE grant....NOW WHAT???

### **Processing FUSE Expenses**

Remember that ALL University Guidelines and Procedures must be followed when purchasing supplies or making travel arrangements. Department funds should be used when purchasing supplies when at all possible. The Department Office Staff will then request reimbursement from FUSE.

Processing Expenses can be done in several different ways:

#### **A. PCard Hard Code Requests**

You will take a snip of the transaction on JPMC website. Email that transaction to only [fuse@wku.edu](mailto:fuse@wku.edu). Please do not send to Pcard Admin at the time you send to FUSE for approval. We will send it to them with the approval. Along with the snip you should provide the FUSE Award number (I will typically ask for this before approving if not provided) and any description of what was purchased. Feel free to mention the FUSE index as well, but this is not required.

#### **B. Travel Voucher**

Be sure to send any travel vouchers to FUSE after appropriate department signatures have been obtained. Do not send on to Travel. These documents must be recorded within the FUSE database before they can be approved. Travel vouchers should have: any original (non-pcard) receipts for reimbursement, departure & arrival times listed, copies of any pcard expenses listed and the FUSE Award number on the top front page. Any up-front travel should be purchased using WKU funds when possible.

#### **C. Inter Account**

The Department office must keep track of these expenses. Expenses will not automatically be moved to the FUSE index from the department index. Be sure to send to FUSE for proper signatures. FUSE will forward on to Accounting after the expense has been recorded. Inter-Accounts are only required to show where the expense has hit the Credit Banner Index. FUSE does request that any additional information concerning what was purchased or requests to purchase are sent as well, but it is not required. Anything additional that can be documented in the database is appreciated!

#### **D. Payment Authorizations**

These can be used for participant support or incentives. FUSE cannot use Payment Authorizations to reimburse any personal expense unrelated to travel. Any exceptional expenses should be clearly listed in the application. Please have faculty request approval to

use personal funds for any expense listed in the application before the purchase is made. These purchases are approved on a case-by-case basis.

#### **E. Contracts**

Mentors or students are not permitted to sign any purchasing contracts on behalf of WKU. All contracts must go through Purchasing and Procurement Services per WKU policy.

### **Other Important Information**

#### **A. Timelines – find current cycle due dates [here](#)**

Fall Cycles typically start in February with reminders about application deadlines. Applications are due in March. The awards begin in May.

Spring Cycles typically start in September with reminders about application deadlines. Applications are due in October. The awards begin in January.

#### **B. Closing the Award**

FUSE will contact you when the Final Report form is received from the student. This is so we can be sure there are no additional expenses to be added to the award before the stipend is paid to the student. If additional expenses do need to be sent to FUSE, the stipend will be completed after those expenses have been approved. After the award is closed, any unspent funds will be added back to the FUSE index.

#### **C. Faculty Mentoring Capacity**

Faculty members may mentor up to four FUSE submissions per cycle and no more than two funded proposals. If a faculty member is listed as a mentor on more than two funded proposals, a co-mentor must be included at the time the application is submitted.

### **Active FUSE Indexes**

- |          |             |                    |
|----------|-------------|--------------------|
| • 228116 | Fall 2024   | <b>24-FA</b> _____ |
| • 228117 | Spring 2025 | <b>25-SP</b> _____ |
| • 228118 | Fall 2024   | <b>25-FA</b> _____ |
| • 228119 | Spring 2026 | <b>26-SP</b> _____ |