

Guidelines for Spending FUSE Funds

- All expenditures associated with a FUSE Award must be consistent with the following:
 - **Project-related Expenses:**
 - Up to \$3,000 (\$4,000 for international) for project-related expenditures (including student travel needed to carry out research).
 - **\$500 Student Stipend:**
 - Awarded to the student after the successful completion of the project and final report submission.
 - If there are multiple students, the stipend will be split equally.
 - The mentor is responsible for managing & monitoring the project-related funds. He/she should ensure expenses are allowable, and must follow departmental and University spending policies and guidelines.
 - Expenses will be charged to the mentor's departmental index or purchasing card and will be reimbursed from the FUSE Grants index once approved by the Office of Research and Creative Activity (ORCA).
 - **To Obtain Approval from ORCA:** Please follow the procedures outlined below for making purchases using your FUSE Award funds. If questions arise, email those to fuse@wku.edu.
 - *Do not spend out-of-pocket and expect to be reimbursed.* The University does not have a system in place to reimburse out-of-pocket expenses unrelated to travel (e.g., per diem, incidentals, etc.).
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Procedures for Spending FUSE Funds

**** Please reference the FUSE award number, student, and mentor on all requests****

TRAVEL

***All travel must be consistent with WKU travel policies. For specific questions and policy information please contact the Travel Office.**

- FUSE will only reimburse the least expensive method of travel. When possible, pay for up-front travel expenses (such as airline tickets and lodging) using the mentor's department Purchasing Card (Pcard). Once the charges hit JP Morgan Chase, the office support personnel can e-mail fuse@wku.edu to request that the charges be transferred (hardcoded) to the FUSE Index #XXXXXX ("HARDCODES" in subject line).
- Out-of-pocket travel expenses (such as food, mileage, taxi fare, etc.) can be reimbursed AFTER you travel by submitting a Travel Voucher.
- After departmental approval, the Travel Voucher must receive approval for use of the FUSE index by the FUSE Administrator. Send the voucher electronically to fuse@wku.edu.

ORDERING MATERIALS AND SUPPLIES

Order materials and supplies using the mentor's Department Purchasing Card. Once the charge appears online (JPMC, etc.), your department's Office Personnel can e-mail fuse@wku.edu to request that the charge be transferred to the FUSE grant index.

- Include invoice/receipt as well as screen shot of the charge from the JPMC website.
- Be sure to mention that WKU is tax-exempt! The tax-exempt number can be found on the Purchasing Card.
- All supplies and materials become property of your department after the FUSE Award has ended.
- All purchases should be made using the department's credit card if possible. We can not guarantee reimbursement for purchases made with a personal credit card.
- **All procurement card and requisition/purchase orders must be complete 30 days prior to the End Date.**

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.

PAYING FOR PERSONNEL / HUMAN SUBJECT PARTICIPANTS

Please follow standard procedures for paying personnel, including paying human subjects' participants: http://www.wku.edu/compliance/irb_payments.php. All forms must be sent to ORCA (Wetherby Administration Building 319) and signed by the Office of Research and Creative Activity's authorized representative.