
Applies to: Principal Investigators, Centers

EHE Residual Fund Policy

Purpose: EHE is committed to supporting PI's efforts in obtaining externally funded research. The Office of Research, Innovation and Collaboration (ORIC) recognizes that in some cases, sponsored program funds may possess a remaining balance at the end of a fixed price grant. The ensuing policy outlines the expectations regarding the usage of the funds balances.

Overview: Residual fund accounts will be created from balances remaining at the end of fixed price grants (i.e., lump sum payment grants) for PI use.

- The college expects residual fund balances to be expended *one year from the date of transfer from OSP to a PI-based fund.*
- Remaining balances at the end of the one year period will be recovered by the college for reinvestment in research incentive programs administered by ORIC.
- PIs will have an opportunity to request an extension beyond the one year period, through a formal request made to ORIC. (*See Process for extension request*)

Guidelines for Use: Residual funds are to be held in the faculty member's residual fund and related project chartfield. Funds must be used to support research-related and professional development activities consistent with the policies of EHE and the university. Equipment purchased from Residual funds are the property of the university.

Examples of acceptable expenditures:

Student support
Student travel
Conference travel
Books and journal subscriptions
Computer hardware and software
Hosting for out of town research
collaborators

Examples of unacceptable expenditures:

Meals with OSU colleagues
Alcohol
Furniture for your home office
Staff Appreciation events

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Process for extension request: Compelling cases for carrying the funds beyond one year can be made to the EHE Associate Dean for Research. These requests should be made at least 30 days prior to the fund expiration date (i.e., one year beyond transfer) and should include the new proposed fund expiration date.

- **Proposal** - The request to carry the funds forward beyond one year should be in the form of a short proposal (2 to 5 pages). The proposal needs to include the following elements:
 - How this funding will further the PI's research program in terms of student support, publication and future proposals.
 - Specific plans to utilize those funds, including expected expenditures and anticipated timeframe.
 - Reasonable requests to use the funds include, for example:
 - A research project leading to the submission of a new external proposal.
 - Research to bridge between two funded projects.
 - A pilot study leading into an external funding request.
 - A replication or follow-up study, and/or
 - Equipment or lab supplies.
- **Approval** - Decisions by the Associate Dean for Research will be communicated back to the PI and copied to the appropriate department chair.

Exceptions to the Policy: ORIC recognizes that Center-based PI's have unique needs regarding the funding structure and the need to able to reserve funds to support center personnel and operations between projects. Therefore, in these instances the Center PI's are exempt from this policy. PI's should refer to the center's individual residual balance policy in order to determine the approved usage of the funds. ORIC will work directly with the Center administration to ensure compliance to EHE policy guidance.

- **EHE Centers:**
 - Center on Education and Training for Employment
 - Schoenbaum Family Center
 - Crane Center for Early Childhood Research and Policy

Updated: April 20, 2020

To be reviewed: April 2021