

Funded Research Grant

Unlocking Knowledge,
Empowering Researchers

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Making Campus Home

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Foundation

Financial Policies for the ACUHO-I Funded Research Grant Program

Studies funded through the ACUHO-I Funded Research Grant Program have different funding needs, levels, and timelines. While each funded grant will have an individual and unique *Funded Research Agreement (FRA)* these guidelines are established to provide consistency across all studies funded by this program. Research Teams shall adhere to the parameters of the *FRA* and these guidelines. These guidelines are subject to change, at the discretion of ACUHO-I; impacted researchers will be notified in writing.

Questions should be directed to research@acuho-i.org or the Professional Staff Liaison assigned to your funded grant.

Funding Guidelines:

1. Indirect costs (e.g., facilities and administrative costs) are **not** allowable expenses.
2. The Principal Investigator, as noted in the *FRA*, has primary responsibility for ensuring the parameters of the *FRA* and each of these guidelines are adhered to during the funded research.
2. Each funded research study submitted a budget in their initial grant proposal. In developing the *FRA*, specific funding levels and line items are agreed to by the Research Team and the Association.
3. Research Teams will use the funds for the purposes approved in the *FRA* and understand that any alternative use of funds must be authorized in advance in writing by the Professional Staff Liaison.
4. Research Teams should assume that Liaisons will monitor funding in individual line items, as well as the overall total funding. Changes to any specific line item in the funded budget greater than 5% should be approved in writing by Liaisons prior to making the change. Research Teams should not assume that reductions in one line item will automatically be approved to re-direct another line item or new funding.
5. Flexibility exists at the discretion of the Liaisons to move funding if the total funding level is not impacted.
7. As part of the Research Activity Report, research teams will provide a report on funds expended, balance remaining, and anticipated remaining expenditures. This report is outlined in the *Research Activity Reports* document and the *FRA*.
8. All receipts for expended funds should be scanned, clearly labeled, and uploaded as a single pdf document when submitting the required Research Activity Report.
9. The research team shall provide the Liaisons, upon request, with all information relating to the progress, results, findings, or methods, and/or publications developed under the grant.

Future payments may be withheld if all reports are required and requested information is not submitted. Any reports may be disseminated by the ACUHO-I or the ACUHO-I Foundation without the prior written consent of the research team.

10. Any written publications, presentations, or documents should note “This research was funded in part by the Association of College and University Housing Officers – International and the ACUHO-I Foundation.”
11. For block funded grants, unexpended, undocumented or misused funds shall be returned at the conclusion of the research study as identified in the FRA.
12. Intellectual Property: All copyright and other interests in deliverables outlined in the FRA because of this grant shall be owned by the Association. To ensure the widest possible distribution of such materials and ensure that they remain generally available to the public, the research team shall, and shall cause any individuals who may have some interest to grant, and hereby grants to the Association a non-exclusive, transferable, perpetual, irrevocable, royalty-free, paid-up, worldwide license to use or publish the materials or other work products arising out of or resulting from Grantee's use of the grant funds and any earnings thereon, including all intellectual property rights, and to sublicense to third parties the rights described here. Grantee, at Association's request, agrees to execute any additional documents required to affect such license. Promptly upon completion thereof, Grantee shall make available any software produced as a result of this grant on a public internet server under the terms of the GNU General Public License (version 2 or 3, at Grantee's option), or with Association's prior written consent, another open-source software license approved by the Open-Source Initiative. Promptly upon completion thereof, Grantee shall make available any non-software materials produced because of this grant. The grantee shall not make available such software or materials, or any derivative works of those materials, under any other licensing terms, without the Association's prior written consent. Grantee may widely submit for publication, present, and discussion all or any outcomes of research conducted because of this funding.
13. Books and Records: Grantee shall maintain an accurate record of the grant received and all expenses incurred under this grant and retain such books and records for at least four years after completion of the use of this grant. Furthermore, at the request of the Association, the Grantee shall permit reasonable access to its files, records and personnel by the Association (or its designated representatives) for the purpose of making financial audits, evaluations or verifications, program evaluations, or other verifications concerning this grant as the Association deems necessary. The fees and expenses of such designated representative, solely at the request of the Association, shall be paid by the Association.
14. Unexpended Funds: The Association reserves the right, in its sole discretion, to discontinue funding if it is not satisfied with the progress of the grant or the content of any required written report. In the event of discontinuation or at the close of the grant, any unexpended funds shall immediately be returned to the Association, except where the Association has agreed in writing to an alternative use of the unused funds.
15. No-cost extension: If needed, the Grantee should submit a request for a no-cost extension to the Liaison before the end of the grant period. The request should contain the reason for the extension, any unexpended funds identified and how the funds will be used, and the length of time requested for the extension.
16. Royalties: Any deliverables specifically outlined in the FRA and produced by this grant and earnings thereon shall not provide royalties or otherwise incur to the personal benefit of individuals connected with this grant. Any funds realized by Grantee or any sub-grantee from product sales must be used exclusively for this project.
17. No guarantee of future funding: The Grantee acknowledges that the receipt of this grant does not imply a commitment to continue funding beyond the terms listed in FRA.

Travel Guidelines

Travel and expenses shall be authorized as outlined in the Funded Research Agreement. Expenses not in line with the travel policy guidelines shall not be paid.

In keeping with the responsibility of a volunteer organization, efforts will be made to keep travel and hospitality expenses reasonable and defensible to our membership. Receipts must accompany all travel-related expenses.

Mode of Travel

Consideration should be given to the mode of travel for approved business travel.

- For long distances, flying is preferred for convenience, cost, and time considerations.
- For proximity destinations, other options may be less costly:
 - Unlimited mileage car rental may be less costly than personal car mileage reimbursement.
 - Personal vehicle mileage reimbursement may be less costly if the distance is less than 300 miles.

Airline Travel

The intent of the airline travel section is to minimize costs with advanced planning, purchasing lower fares, discounts, and other options, while not significantly inconveniencing the traveler. Airline reservations must be made in accordance with the following guidelines.

- **Booking Flights**
 - Every effort should be made to secure the best available fare for travel needs.
 - If traveling on a multi-leg flight that involves personal travel, ACUHO-I will only pay for the portion related to the required ACUHO-I research travel to and from your home. For multi-leg personal flights, a roundtrip cost estimate from your home to the ACUHO-I business destination made on the day the ticket was purchased must be submitted.
- **Upgrade Passes/Coupons**
 - The cost of purchasing upgrade passes is not reimbursable.
- **Non-refundable Tickets**
 - Non-refundable or penalty tickets provide significant savings and should be considered when itinerary changes are highly unlikely. Costs incurred for changed plans will only be paid if the change was made in pursuit of research needs.
- **Unused Tickets**
 - Unused airline tickets are negotiable documents and must be returned to the Association for future use. If refund eligible, unused airline tickets must be returned and processed for a refund.
- **Associated Reimbursements**

- Movie, headset rentals, and alcoholic beverages while traveling are not reimbursable.
- Baggage fees for overweight or extra bags are not covered.
- Parking at Airport
 - When parking personal cars at the airport during research travel, ACUHO-I will cover the cost of remote parking. Other methods of parking will result in chargebacks to the traveler.

Personal Vehicle for Use

When personal vehicles are used by employees or volunteers for ACUHO-I business, the organization will reimburse mileage expenses at IRS approved mileage rates, which is intended to cover gas plus wear and tear.

- Comparisons of cost-effective travel need to be made when considering traveling by personal vehicle. Airfare or car rental may be more economical. For travel more than 300 miles round trip, a rental car should be used.
- Expense documentation must include mileage, destinations, and business purposes.
- ACUHO-I is not responsible for accidents during research activities.
- ACUHO-I is not responsible for any parking or traffic fines.

Automobile Rental

- Vehicle rental is economy class. Upgrades will not be covered unless travel includes 3 or more people.
- Reimbursable items include cost of rental, tolls, and gasoline purchases.

Associated Travel Expenses

Covered associated research travel expenses include taxis, subways, buses, or airport shuttles.

Food & Beverage

ACUHO-I covers reasonable food and beverage costs for the researcher when conducting approved ACUHO-I research activities. ACUHO-I follows the per diem guidelines from the GSA (U.S. General Services Administration) depending on the city of travel, found at the following link <http://www.gsa.gov/portal/category/104711>.

Regardless of the approved budget for food listed in the FRA, ACUHO-I shall not pay for more than the per diem guideline established by the GSA.

- When a city is not listed on GSA, \$50 per day for meals should be used.
- Travelers are expected to use good judgment on these types of expenditures.
- Alcohol is not reimbursable; for exceptions see Use of Alcoholic Beverages Policy.
- Room service and related charges will only be paid within daily guidelines.

Tips

Tips paid in the pursuit of research activities are covered expenses, with non-meal tips reported separately. Tips are to be within acceptable tipping guidelines.

- Tipping recommendations from the American Society of Association Executives:
 - Restaurant, bar, and taxi services: 15%-20% of the bill
 - Hotel door and valet parking attendants, and other service personnel: \$3.00
 - Hotel bellmen: \$5.00 per person
 - Hotel concierge: \$5.00-\$20.00 for special services
 - Airport skycap: \$2.00 per bag

Lodging

ACUHO-I covers regular double/single rooms during approved travel.

- Charges for in-room movies, laundry services, gym or personal services are not covered.
- Lodging for approved overseas travel and layovers may not exceed the GSA guidelines for lodging (excluding taxes).

Participant Incentives

Enhancing research participation and response is critical to the success of research studies. Participant Incentives are often integrated into research designs to increase participation and response in a research study.

Guidelines for participant incentives funded as a part of the ACUHO-I Funded Research Grants Program include:

- Incentives serve to increase the likelihood of participation but not be coercive.
- The nature and/or amount of the incentive is generally left to the discretion of the research team. However, ACUHO-I may require modifications to a budget before dispersing grant funds if deemed necessary.
- ACUHO-I relies on the review of the Principal Investigator's Institutional Review Board (IRB) to determine suitability of incentives for the population, study design, and setting, as appropriate. IRB Approval Letter must be submitted to ACUHO-I.
- Research Teams must provide proof that participant incentives are provided directly to participants. This may include a signature or initial of a statement indicating incentive has been received by the participant, institutional financial records of deposit of individual incentive in student account, etc.
- Where possible, alternatives to individual incentives are recommended and should be prioritized.