# 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 for project-related expenditures (including student travel needed to carry out research)

## $500 Student Award:

* + Awarded to the student after the successful completion of the project
* 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 (OR).
* **To Obtain Approval from OR:** 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.).

## Please reference the FUSE Award Number on all correspondence and expenditures, along with the mentor’s and student’s names!!

**PROCEDURES FOR SPENDING FUSE FUNDS**

**\*\* Please reference the FUSE award number when requesting a hardcode of charges \*\***

 **TRAVEL**

When possible, pay for up-front travel expenses (such as airline tickets, conference registrations, etc.) using your department Purchasing Card. Once the charges appear online (JPMC, etc.), your Office Associate can email fuse@wku.edu to request that the charges be transferred to your FUSE grant index.

* Be aware that you can only be reimbursed for the least expensive method of travel.
* Notify your faculty mentor’s department head of your travel plans prior to departure, as the department may have internal paperwork regarding liability and disability that must be completed.
* For specific questions, please contact the Travel Office at 270-745-5327.

**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.

* 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 procurement card and requisition/purchase orders must be complete 30 days prior to the End Date.**

**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](https://www.wku.edu/compliance/irb_payments.php). All forms must be sent to ORCA (Wetherby Administration Building 301) and signed by the Office of Research and Creative Activity’s authorized representative.