

RESEARCH FOUNDATION PROJECT BALANCES

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Category: Research

Responsible Office: Sponsored Programs Administration

Date Established: [Click here to enter text.](#)

Date Last Revised: [Click here to enter text.](#)

Date Posted to Library: [Click here to enter text.](#)

POLICY SUMMARY:

This policy outlines the process for managing unspent balances in projects funded with Research Foundation Administrative funds.

POLICY

Policy Statement:

Research Foundation (RF) administrative funds are distributed per the campus financial plan after review and approval by the Provost and President. All projects funded through this process are established for a specified period of time, usually one-year. If there is an unspent balance in an RF funded project when it reaches its termination date, the Principal Investigators (PIs) shall submit a written request to the Sponsored Programs office for continued use of the funds to support their research and educational mission. Request should include why the funds were not utilized during the original award period and a budget proposal showing how the funds will be utilized in the upcoming award period. The Sponsored Programs office will submit the request and budget proposal to the Provost for review and approval.

It is encouraged that balances be spent in a timely fashion and should not be used to fund re-occurring expenses. Expenditures may not exceed available funding, even if anticipated support is forth coming. When a PI leaves the institution, all funds remaining in the project will be returned to the financial plan. For additional guidance as to what expenditures are allowable utilizing RF dollars, please see the Research Foundation's Unrestricted Fund Policy. Some expenditures deemed allowable by the RF may not be allowable per Buffalo State guidelines or may require additional campus approvals.

Applicability:

This policy pertains to all projects funded with RF administrative funds awarded after July 1, 2020.

Definitions:

Re-occurring Expenses – Expenses that are regularly occurring such as personnel appointments, monthly payments for services (Xerox, phone, service contracts).

Research Foundation Administrative Funds – The portion of Funds received by the campus from the Research Foundation for the F&A earned on our sponsor funded research activities, less the costs assessed by the RF for services they provide.

Responsibility:

Principal Investigator

- Monitor account activity to ensure charges are processed promptly.
- Upon closure of the award, review any remaining balance and determine if there is a continued need to access the funds. If so, submit a request to SPA.

Sponsored Programs Administrations

- At the time of account close-out, determine the appropriate course of action to take in regard to any balance of funding.
- Submit all requests for extensions of the termination date to the Provost and Operations Manager for approval.
- If request is approved, extend the term date in the RF Business System and notify the PI that the extension has been approved.

Operations Manager and Provost

- Review all requests for extensions and determine if appropriate.
- Notify the Sponsored Programs Office of the outcome.

RELATED INFORMATION

Documents and Forms: *Title of related college policies, procedure, or form -- hyperlinked when possible*
Click here to enter text.

Related Links:

[Research Foundation Unrestricted Fund Expense Policy](#)

[RFSUNY Fixed Price Balance Award Administration Policy](#)

Other Information: *Title of related external document (government, SUNY, Research Foundation) – hyperlinked when possible*

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CONTACT INFORMATION

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REVISION HISTORY

Date of change: Click here to enter text.
Brief description of edit: Click here to enter text.

APPROVAL