

**MIDWESTERN
UNIVERSITY STANDARD
POLICY**

DIVISION: All University Colleges

AREA: Administrative

SUBJECT: Use of ORSP Intramural Funds	POLICY NO. 0013		
APPROVED BY: Kathleen H. Goeppinger, Ph.D., President and CEO	ISSUE DATE: 1/10/2022	SUPERSEDES 1/25/17 7/1/13 7/11/11	PAGES 1 of 3

PURPOSE

To describe how intramural funds, provided to faculty members by the Office of Research & Sponsored Programs (ORSP) or through their college, can be spent to support research.

POLICY

Intramural funds are provided by the ORSP with the intent of being used to strengthen the ability to obtain extramural funding. All purchases must directly enhance the faculty member's research program. Typically, intramural funds are used to purchase animals, chemicals, supplies, a necessary consultant from outside the university (e.g. a statistician if a MWU statistician is not available) and non-capital research equipment. Purchase of research-related software is allowed with advance approval from Information Technology. If intramural funds are awarded by a college to anyone other than a MWU faculty member (e.g., a postdoc or resident), a MWU faculty member must be named as the responsible person. Any use of ORSP intramural funds not described in this policy requires advance approval from the ORSP.

Intramural funding cannot be used for page charges, "add-pay", or to support travel for faculty, staff, or students for the purposes of presenting research findings at national or local meetings. Intramural funding cannot be used to purchase technology such as computers, phones, or printers (when justified for research, these items should be included in the college budget). Intramural funding cannot be used for funding library databases or programmatic improvement, even when research is performed to assess the effectiveness of the programmatic changes. Faculty members accepting intramural funds are expected to present supported work at the MWU Kenneth A. Suarez Research Day.

Intramural awards originating from the ORSP (e.g. Faculty Seed, One Health, and Improving Health Care Delivery...) are expected to be fully expended within the fiscal year in which they are awarded. If a significant portion of the intramural funds are not expended within the expected time frame due to extenuating circumstances, faculty may request the balance of the award be refunded in the following fiscal year. Such requests must be submitted in writing by April 30th and include a compelling justification explaining the extenuating circumstance. Note that these requests are rarely granted, and they are considered only as one-time exceptions and cannot be extended. If the award is not expended in the subsequent fiscal year, and if faculty wish to receive funds in a future fiscal year for the same project, they must re-apply for the award during the next call for proposals cycle. Faculty must ensure institutional approvals, e.g. IRB or IACUC (if appropriate) are obtained within two months of receiving the award.

Faculty Travel for Field Research

Intramural funding can be used to support faculty travel involving field research for the acquisition of data. Faculty wishing to use their ORSP Intramural Funding to support field research must adhere to the following:

1. Faculty members must submit a short (1-page maximum) explanation as to why intramural funds from the ORSP are the only funds available to support their field research travel. This must include verification that all funds from their start-up "Travel Support for Faculty to Conduct Field Research" account (if applicable) have been exhausted or will be exhausted prior to the use of funds from the ORSP.
2. Intramural research funds from the ORSP may be used to support national or international travel.
3. No more than one university-funded trip to conduct field research will be allowed per fiscal year.
4. The duration of the field trip must not exceed 30 days on site and must not interfere with the faculty member's teaching duties or university responsibilities.
5. The faculty member must request travel through their supervisor at least 60 days in advance, and the request must contain the purpose, data to be gathered, a detailed itinerary, budget, and a plan explaining how the data will be used to support future extramural grant applications or manuscripts.
6. All local, state, territorial or federal permits or agreements required for data gathering must be presented with the faculty member's request prior to travel.
7. Completed requests must be approved by the Department Chairperson, College Dean, the ranking official in the ORSP (appropriate for the campus), and the university President.
8. International travel must be approved and follow the University policy.
9. Upon returning, a paragraph summarizing the trip and the data acquisition will be required for ORSP records.

Faculty Travel to a Workshop or Lab to Learn New Research Techniques

ORSP intramural funds can also be used to support travel to a workshop or lab to learn a new research technique, if a direct demonstration can be made as to how the new technique will benefit the faculty member's research program and their future success for extramural funding. Faculty wishing to use their ORSP Intramural Funding to support travel to a workshop or lab to learn a new research technique must adhere to the following:

1. Requests will need to be summarized in writing at least 60 days in advance. The request must contain the purpose, description of the lab or workshop and what new knowledge will be learned, a detailed itinerary, budget, and a plan explaining how the new information will be used to support future extramural grant applications.
2. The request will require the approval of the faculty member's Department Chair/Program Director and their Dean. Final approval will be required from the ranking official of the ORSP (appropriate for the campus).
3. Intramural research funds from the ORSP may be used to support national or international travel.
4. If the request is for international travel, it must be approved and follow the University policy.
5. No more than one university-funded trip to travel to a workshop or lab to learn a new research technique will be allowed per fiscal year.

6. The duration of the travel must not exceed 5 days on site and must not interfere with teaching duties and university responsibilities.
7. Upon return from the trip, a summary of the trip and the new knowledge learned, in addition to the plan for a future extramural grant submission will be required for ORSP records.

Each MWU college has a slightly different process and a unique contact to apply for ORSP intramural funds; please contact the ORSP (630-515-6394) to learn about the procedure in your college.