



Fund Spending Tips

- ❖ Effort budgeted and charged needs to reflect the effort extended on behalf of that employee for the research purpose of that award.
- ❖ Effort budgeted may be negotiable depending on the sponsor's policies and rebudgeting techniques – ask Administrator on a case by case basis.
- ❖ Effort cannot be moved between or onto federal awards if the effort period concerned is more than 18 months old unless special circumstances exist.
- ❖ All charges must be applied to the award on the same basis that the charge benefits the research for that award.
 - Individual membership fees cannot be applied 100% to a federally funded award since the membership typically benefits all areas of research. The charge must be split to reflect its relationship with each award and to reflect uses of the membership that may not be research related.
- ❖ Reimbursement for travel should follow or correspond with the effort of the employee being reimbursed. Travel reimbursed from account A should not be completed if the employee is paid 90% from account B and 10% from account C. Effort should be expended on the award for which the travel is charged.
- ❖ Refer to NOA of the award for any required sponsor approval on specific expenditures and/or effort requirements.