

## **Research Incentive Account (RIA) Policy**

RIA accounts have been established to hold funds for faculty and staff. Possible funding sources include the SUBMIT program, indirect cost recovery distribution and other funds related to the Sponsored Projects Administration (SPA) or other university incentive programs. \*Note: regardless of the source of funding, all funds deposited into an RIA account will be held to this policy.

- ➤ PI/Co-PIs' funds will be available and not expire through RIA <u>as long as</u> the account is utilized at least once per fiscal year. If not, the remaining funds in their RIA account will be reclaimed by the program, unless there is justification for a larger goal. Such requests should be discussed with the SUBMIT Program Manager and the Director of SPA.
- ➤ RIA funds can only cover project related or professional development expenses. Examples include project supplies, professional travel, publishing costs, supplemental assigned time (course release) for research, or support for student assistants (wages, professional development or travel). Food/beverage purchases and gift cards are NOT allowable.
- Faculty supplemental compensation is not allowed. However, course releases for sponsored program activities as approved by the department chair are appropriate.
- ➤ While SPA monitors RIAs, SPA approval is not required for individual expenditures. It is the responsibility PI/Co-PI's to work with their home department/unit to initiate and track expenses and balances of the accounts.
- Unless other arrangements are made in writing by the PI/Co-PI, RIA funds remain in the individual's RIA regardless of departmental appointment within the University.
- ➤ PIs that retire or leave the University: If the PI plans to continue to perform research/projects as an emeritus faculty member, the account remains open and available for use. If not, the account will be closed and the remaining funds in the account will be reclaimed by the program.