SPS FACULTY RESEARCH FUNDING

Policy Statement

The School of Professional Studies provides a monetary faculty support funding program for eligible full-time faculty to support research and professional development activities, herein referred to as SPS Faculty Research Funding (SPS-FRF).
Please note: This support is exclusive of the Faculty Research Allocation Program (FRAP) administered by the Arts and Sciences.

Purpose

The purpose of this policy is to provide faculty additional resources for research, conference travel, conference fees, and other such related activities; to establish procedures and processes for using and monitoring the SPS-FRF; and to assure that funding is utilized within the prescribed guidelines of the program.

SPS Faculty Research Funding Overview

SPS provides monetary faculty support to eligible full-time faculty in support of research. The program funding will be reviewed annually through the budget process.

Funding Amount

The FY21 (July 1, 2020 – May 31, 2021) funding for each eligible full-time faculty member is $4,000.

Who is eligible?

All full-time SPS faculty currently employed by the School are eligible to receive this benefit. The program is not available for full-time faculty on waivers, full-time faculty at other Columbia University schools, or adjunct/part-time faculty at SPS or the University. If an eligible employee is terminated (with or without cause), the unspent funding is forfeited upon termination.

How much funding is available?

The FY21 funding is $4,000 per eligible faculty member. The funding is only available for spend in the current fiscal year (July 1, 2020 – May 31, 2021). Any remaining balance in the current fiscal year does not roll-over to the following fiscal year. Any unspent balances at the end of May 31st will be forfeited.

Restricted Items

While the funding may be used to purchase many goods, some items are not permitted to be purchased because they require additional oversight or control in advance of the purchase. Please refer to the below list of items that **ARE NOT** approved for purchase through the SPS-FRF:

- Personal items
- Contracted services
- Labor provided by a vendor
- Items requiring governmental licenses or permissions or that are controlled under U.S. export controls
- Alcohol (beverage or otherwise)
- Flowers, greeting cards, candy, fruit baskets
- Purchases from Edible Arrangements
- Gifts of any kind
- Gift cards and gift certificates of any kind for any reason
- Any promotional items with University Logo or trademark not purchased through an approved licensed vendor
- Fines of any kind
- Purchases using personal PayPal accounts
- Maintenance and Service agreements
- On-site Equipment repairs
- Cash advances, cash back on purchases, cash refunds on returns
- Controlled substances
- Live animals
- Radioactive materials and specialty gases
- Honorariums
- Furniture
- Fuel
- Leases/Rentals
- Insurance
- Employee relocation and relocation related expenses
- Moving services
- Catering
- Charitable Contributions
- Fees for Foreign Nationals of any kind (Visas, etc.)
- Online auctions (i.e. EBAY)
- Capital equipment
- Computers or other computer peripherals (unless pre-approved by SPS-Finance)
- Cell phones
- Equipment (unless pre-approved by SPS-Finance)
- Items already reimbursed by the University

NOTE: This list is not exhaustive. If you are unsure whether your potential purchase is covered under this policy, please consult with SPS Finance.

Program Guidelines and Procedures

Provided that the program has been approved for funding during the budget process, each faculty will be notified of their funding for the year at the beginning of the fiscal year (e.g., by July 1st). Upon notification, the faculty can begin to make purchases.

Submission Process

Faculty can seek reimbursement through the normal Travel and Business Expense Process (please refer to the Travel and Business Expense policies for which this program applies). All faculty are required to complete the SPS FRSP Request Form (Appendix A). Faculty must provide original receipts and proof of payment.

Per the general SPS Finance Policies, business travel expenses (as well as any other expense) that are estimated to exceed $2,500 in total must be approved in advance by SPS Finance, via the Expense Authorization Form.

Faculty should pay out-of-pocket and submit the following paperwork to SPS Finance for processing:

1. The completed Travel and Business Expense Reports (TBER) along with original receipts. Academic Directors must approve/sign off on all TBERs.
2. The completed SPS-FRF Request Form (Appendix A).

Submissions of TBERs are streamlined through an electronic online submission form. Faculty should go to the SPS-Finance Web Portal to submit a web form along with their completed and signed TBER cover page and supporting documents. Faculty will receive a confirmation email from SPS-Finance Zendesk shortly after their request is submitted.

All requests with the appropriate documentation (completed FRF form, completed and approved/signed TBER, original receipts, and proof of payment) must be received within 120 days of the purchase and by no later than May 31st. The Travel and Business Expense report will be processed and the faculty will receive reimbursement through the normal central accounts payable process.

For questions regarding the submission process, please contact SPS-Finance at sps-finance@columbia.edu.

For questions regarding policy, please contact Cailyn McCarthy at cm3588@columbia.edu.

Important Links

- SPS Expenditure Approval Form - https://sps-finance.zendesk.com/hc/en-us/articles/360035050733-Expenditure-Approval-Form
- SPS-Finance Web Portal - https://sps-finance.zendesk.com/hc/en-us
- Travel Expense Policy - http://policylibrary.columbia.edu/travel-expense-policy
- Business Expense Policy - http://policylibrary.columbia.edu/business-expense-policy
- Travel & Business Expense Forms and Worksheets - http://finance.columbia.edu/forms-library