

## Tip Sheet for Appropriate Use of Faculty Scholarship Promotion Funds\*

In order to provide more flexibility regarding faculty use of Kent Faculty Travel Funds during the pandemic we are broadening the scope of how these may be spent to support other activities associated with the promotion of faculty scholarship. We are using the UL policy regarding the use of Research Infrastructure Funds (RIF) in order to set guidelines. Faculty should continue to request purchases associated with these Faculty Scholarship Promotion Funds through the Kent Business Center service account ([kentserv@louisville.edu](mailto:kentserv@louisville.edu)). Business Center staff will continue to maintain records regarding each faculty member's remaining funds. In general funds must be used in the year allocated, and requests for extension of access due to extraordinary circumstances of significant benefit to the faculty member's scholarship must be submitted in writing to the Dean.

UL RIF Funds Policy: "Funds may be used for any expenditure related *to the pursuit of research and scholarship* except for faculty staff salaries derived from "hard money." Appropriate expenditures include non-recurring commitments to the following items not covered as direct costs on grants and contracts, as well as "soft money" salaries for research personnel, research administrative support, supplies, travel, costs for equipment and maintenance." The policy also has a sentence related to use of RIF for summer salary which is not appropriate for these funds so has been excluded. Use of Scholarship Promotion funds would also not be appropriate to cover unallowable costs on grants and contracts in general.

Examples of ways Scholarship Promotion Funds may be used (This is not an exhaustive list. Those with questions regarding appropriate use of these funds should contact the Associate Dean for Research, Crystal Collins-Camargo):

- Travel to professional conferences and training events if allowable by UL Travel policy;
- Registration to attend/participate in virtual professional training, conferences and meetings;
- Membership in professional associations such as CSWE, SSWR and substantive area-related organizations;
- Payment for open access for peer-reviewed journal publications (Faculty are encouraged to use caution to avoid predatory publication opportunities with journals that do not maintain scholarly peer-review processes and standards);
- Research-related software, data collection tools and equipment;
- Supplies necessary to conduct or promote scholarship;
- Incentives for research subjects (Faculty must follow university policy regarding the type and value of incentives that can be used, and log incentives distributed using the policy Kent has established);
- Printing of posters, practice model or intervention manuals or other dissemination materials;
- Statistical or research-related technical assistance; and,
- Professional manuscript/grant application editing services.

Remember that there are limited DRIF funds available to support some of the above expenses, so faculty should consider using those resources first if available.

\*Broadening of the scope for use of Scholarly Promotion Funds is in effect through June 30, 2022 and will be re-evaluated thereafter.