

# A Guide for Research Administrators and Principal Investigators

## What is a GRF Award?

The General Research Fund is a competitive award program that provides funding for the advancement of the university's research program. The office of the Vice Chancellor for Research provides funds to each school or college annually and funds are administered by the recipient departments.

## Eligibility

Lawrence campus faculty members are eligible to submit **one** GRF proposal to their school or college each year.

## Award Process

Awards will be made based on merit of the project, which includes scholarly excellence of the proposal and its benefit to the university and to the individual researcher. Each school or college may determine its own proposal criteria, guidelines, application forms, application process, submission deadline, and review committee. Alternatively, departments may choose to use the application form and guidelines provided by KU Research.

## Award Amounts

The amount of funds allocated to each entity is based on a three-year evaluation by the Faculty Senate Research Committee. All evaluations are based on the review of reports submitted by each school or college that outline the progress each entity has made toward meeting its research goals. Individual award amounts are then established by each school or college based on its annual allocation.

Funding for the Competition GRF is provided by the Office of the Vice Chancellor for Research (KU Research) and administered by representatives of each academic department or school. KU Research will distribute funds annually to accounts designated by recipient units. Academic departments are responsible for distributing funds to researchers based on approved budgets.

The financial administration of GRF awards, including appointments, purchasing, tracking of grant balances, and managing carryforward, is the responsibility of recipient units.

## Notification of the Award

The Review Committee for each unit will review proposals, determine the award recipients, and communicate this information to KU Research by **April 5, 2024**. The Review Committee or delegated staff are responsible for ensuring that:

- Applications include a complete proposal and budget.
- Budget items are allowable on 099 funds.
- The sum of individual award budgets does not exceed the unit's allocation.
- Projects involving Human Subjects, Animal Care, Biohazards, etc. have the necessary approvals in place before research begins.

Once GRF recipients have been selected, each department must complete and submit a summary report to KU Research that includes detailed award and budget information. This report is due by **April 5, 2024**, to Kelly Baysinger, [kbaysinger@ku.edu](mailto:kbaysinger@ku.edu). The following information is required.

- Awarding Dept
- PI Last Name
- PI First Name
- Award Title
- Detailed Budget, by Category, including:
  - PI Salary/Post Doc Salary
  - Student Salary
  - Fringe – PI/Post Doc salary & student salary
  - Equipment
  - OOE - Supplies
  - Travel – Domestic & International
  - Total
- Financial Contact Name for awardees
- Departmental Cost Center
- CF1 (if desired by School or Department)

After award information is provided by the department, KU Research will transfer funds to each department or school for distribution to PIs.

## The Account Number

KU Research will transfer GRF allocations to each school or department for distribution to successful applicants. To facilitate the transfer, each entity will be required to designate a holding account to receive funds. **Each unit must establish individual PI cost centers that include "GRF" in the name (ex: GEOG GRF Last Name First Name).**

## Fund Accessibility

Recipients of the GRF may begin spending their award on July 1 of the new fiscal year. Awards are limited to one year, with the possibility of carryforward upon request and approval, which is at the discretion of the department. **Principal Investigators who have not spent funds prior to the end-date of their award, should contact their department financial representative regarding the possibility of carryforward.**

Principal Investigators may identify in their budget's funds for faculty salary (not exceeding 28 days), student salary, travel, and other operational expenses. Original budgets, as approved by the department, will be loaded into the financial system at the beginning of each fiscal year.

All GRF awards are state (099) funds. All expenditures must conform to all University of Kansas and State of Kansas policies.

## Payroll Appointments

### Faculty Appointments

The Competition GRF allows individuals to request up to 28 days of summer salary on this award program. If faculty salary is budgeted:

- Appointments to GRF funds can only be made during the summer months.
- The GRF is state funded (099); faculty may not be paid for more than 11 months on state funds for the year.
- Departmental administrators complete all payroll forms and submit them to KU HREO for review and processing.
- Payroll forms should not be processed until the award start date (start of fiscal year)

### Student and GRA Appointments

Many awards include salary dollars for students or GRA's to work on the project. Below is the standard criterion to remember when working with Student Salary funds:

- Funds are state funds (099)
- The hiring of graduate research assistants and student hourlies must conform to all University policies. Questions regarding the hiring process may be directed to HREO (864-3686).
- Students must be enrolled at KU to be appointed to GRF funds. Funds may not be used for non-students without the explicit approval from KU Research
- Departmental administrators complete all payroll forms and submit them to KU HREO for review and processing.
- Payroll forms should not be processed until the award start date (start of fiscal year)

## Other Operating Expenditures

All purchases made with Competition GRF Funds must comply with state purchasing procedures and be charged to the direct cost center using fund 099. For detailed information on what expenditures are valid, contact Purchasing at 864-5800 or visit their website at [KU Procurement](#).

**All books, microfilms, photographs, slides, equipment, etc. purchased with these funds are property of the University, not of the award recipients, and should be used for research purposes within the University. These materials should remain at the University of Kansas if the PI decides to terminate employment at the University.**

## Travel

Travel awarded on the GRF program is strictly for trips necessary to complete the scope of work identified in the project. [Travel](#)

All travel must be processed following KU and State of Kansas travel rules and guidelines. Travelers should work with their departmental financial contact to ensure online booking of airfare, lodging and transportation conforms to purchasing policies. [Travel Policy](#)

Travelers requesting reimbursement for out-of-pocket travel expenses should submit required documentation and receipts to the appropriate departmental financial contact.

## Reallocating Funds

Awarded funds are to be expended according to the approved budget. Transfers may be requested between budget categories (i.e., OOE to Salary) if they are designed to facilitate the conduct of the project. If a significant budget adjustment is necessary or if the transfer involves moving funds allocated for student wages, a request should be made in writing to the GRF committee at the PIs school or college. Please remember the following about reallocating funds:

- Transfers from other operating expenses/travel to salary must include the necessary fringe benefits.
- Transfers into salary may not exceed the 28-day limit for faculty appointments.
- Requests for substantial changes should be directed to the applicable GRF committee, school, or college.

## Tracking Account Balances

Principal investigators and departmental administrators are responsible for tracking the travel expenditures on GRF accounts.

## Carry Forward

The Competition GRF award is based on a one-year period. However, if circumstances have prohibited investigators from spending their full award, any unspent funds may be carried forward at the discretion of the department.

## Over Expenditures

Schools, Departments, or individual principal investigators are responsible for any over expenditures in a GRF account.

## Awardee Obligations

All publications, presentations or performances supported in whole or in part by this allocation should bear the following acknowledgement: **“This investigation was supported by the University of Kansas General Research Fund allocation #\_ (Cost Center Number) \_.”** If works of art or other products of activity supported by this allocation are sold, leased, or otherwise yielded as income, principal investigators are expected to consult with the Executive Director of the KU Innovation and Collaboration (864-6401).