

## Scholarly Research Funds

Scholarly Research Funds awarded by the Provost may be used to support reasonable expenses that advance faculty scholarship. These awards may not be used to cover personal expenses or any other costs that are not directly related to research, teaching, and other university business.

Some scholarly research funds are provided for specific research purposes (i.e. Scholarly Research Committee awards) and those stipulations must be observed. If a faculty member has any questions

In certain circumstances, scholarly research funds can be used to fund release time (subject to the approval of the School/College Dean and Provost)

Examples of Prohibitive Uses:

- x Advertisement for books
- x Business or firstclass travel
- x Cell phones, including service plans, cases, covers, and/or other incidentals
- x Childcare
- x Clothing, except for protective and other wear essential for the conduct of research, and academic regalia used in the performance of university functions
- x Club memberships
- x Costs of commuting between home and campus
- x Faculty stipends
- x Furniture and furnishings not used for research
- x Gifts of any type
- x Modems/routers
- x Moving expenses
- x Network connectivity costs including home internet and/or cable TV/streaming services, subscription services for iPads, cells phones, other devices
- x Newspapers and magazines
- x Personal digital subscriptions to journals already available via the UniversityL
- x Personal websites hosted externally
- x Travel expenses for family (spousal, partner, or other family member) who accompany the faculty member on research-related travel
- x Salary paid to any faculty member (unless specifically authorized)

\*Pace University reserves the right to deny any reimbursement request that does not meet these guidelines and does not conform to the current [Expense Policy Guidelines](#) of the university.

Guiding Principles of Scholarly Research Funds:

- x University policies apply to the use of all university funds, including research funds, and should be beneficial to the university
- x Scholarly research funds should be used for costs directly related to research and should not be used for personal or other nonresearch expenses
- x Financial prudence should be exercised, and extravagance or the appearance thereof should be avoided
- x All assets purchased with scholarly research funds remain the property of the university, including equipment, supplies, etc.
- x Research funds cannot be used to pay for services that are otherwise provided free of charge by the university (e.g., document shredding)