## **Internally Funded Research Account Set-up / Amendment Request Form**

|  |  |
| --- | --- |
| Finance use only | |
| A/C No. |  |

## 

Please **tick one box** below as appropriate

|  |  |  |  |
| --- | --- | --- | --- |
| New Account | Budget Extension | Date Extension | Budget and Date Extension |
|  |  |  |  |
| For extensions please include the existing RII account number | | | RII |

Please type the required data on to the form and ensure that all relevant approvals are in place prior to submission to Bursar@universityofgalway.ie

|  |  |
| --- | --- |
| Name of Budget Holder /School Dept. |  |
| BH 6 digit Employee number |  |
| Account title[[1]](#footnote-1) |  |
| Details of purpose of account |  |
| Research Institute [[2]](#footnote-2) |  |
| Account start date |  |
| Account end date[[3]](#footnote-3) |  |
| Budget | € |

**Funding Source**

|  |  |
| --- | --- |
| D account to be debited to fund this account[[4]](#footnote-4) |  |
| D account budget holder’s name |  |
| D account budget holder’s approval (please sign) |  |
| The timing of transfers will take place from the D account to the RII account to match expenditure analysis below [[5]](#footnote-5) | |

**Expenditure Budget Analysis[[6]](#footnote-6)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category of Expenditure** | **YR 1**  **Oct 22/Sept 23** | **YR 2**  **Oct 23/Sept 24** | **YR 3**  **Oct 24/Sept 25** | **YR 4**  **Oct 25/Sept 26** | **Total** |
| **Pay costs** |  |  |  |  |  |
| **Student Stipend** |  |  |  |  |  |
| **Capital** |  |  |  |  |  |
| **Non Pay** |  |  |  |  |  |
| **Total** |  |  |  |  |  |

**UMT approved (July 2020) financial management of internally funded research accounts**

Research accounts may be set up in the University’s finance system to administer internally funded research transactions e.g. start-up funds, overheads, School, College or VPR awards. A new designation will commence from 2021 of RII.

Principles

* Each PI should normally only have one internally funded research account.
* Only PIs actively engaged in research[[7]](#footnote-7) are entitled to hold an account.
* Accounts are personal to the PI and non-transferrable.
* Each account must be set up with both an income and an expenditure budget.
* Each account must be set up with budget checking activated.
* Internally funded accounts are always non-vatable.
* Each account must be set up with a start and an end date and activity must cease on the end date unless an extension has been approved by the Bursar or nominee.
* Internally funded research accounts will be set up by the Bursar’s Office / RAO, following sign off by the Bursar or nominee (the Research Office will continue to set up externally funded research accounts governed by a signed contract or letter of offer).
* Internal income must be transferred into the account from the original source over the timeframe agreed at the set up stage. This will be done by the Bursar’s Office / RAO based on the original approved instruction to set up the account (or when it was extended).
* Accounts will be closed on the earlier of the end date of the account and the cessation of employment of the PI (e.g. as a result of contract end, resignation, retirement etc.).
* Any surplus balance on the account upon closure, after providing for all outstanding financial commitments) will be returned to the original source of funding (on a pro-rata basis if necessary).
* Expenditure must only be incurred in supporting the PI’s research activity and in accordance with University, National and EU relevant policies, procedures and legislation. Any equipment purchased belongs to the University.
* Accounts will be monitored regularly and those accounts deemed dormant (i.e. no expenditure taking place within the last three years) will be closed post review.

Appropriate or permissible use of internal research funds

* Research administration and support.
* PhD student stipend[[8]](#footnote-8).
* Postdoctoral salary costs.
* Travel to conferences and to meet with collaborators and research partners.
* Bridging funding to support a research team in between externally funded awards.
* Building research capacity.
* Indirect costs of research such as utilities, equipment maintenance & repair, office supplies etc.
* Modest hospitality costs wholly, necessarily and exclusively in relation to research activity.
* Seeding new areas of research.
* Research publications.

Inappropriate or prohibited use of internal research funds

* Any element of personal travel.
* Purchase of equipment for personal use.
* Hospitality above modest levels e.g. meals and accommodation provided should be within government subsistence rates.
* Teaching buy out – funds for this activity should remain in the D account[[9]](#footnote-9).
* Bad debts.

|  |  |
| --- | --- |
| I have read and understood the UMT approved procedure for the financial management of internally funded research accounts. I agree to only use the funds within this account for appropriate / permission use as outlined above. | |
| Proposed budget holders Signature |  |
| Date |  |

|  |  |
| --- | --- |
| I confirm that the D account has sufficient budget to cover this transfer in the current financial year and that future year commitments will be included in the annual budget and will be a first call on discretionary budgets in those years. | |
| College Finance & Business Manager’s Signature |  |
| Date |  |

|  |  |
| --- | --- |
| *For completion by the Bursar’s Office* | |
| Bursar’s approval (or nominee) to proceed with account set up |  |
| Date |  |
| Account set up by |  |
| Date |  |

1. Include a logical description for the account which will distinguish it from other research accounts. [↑](#footnote-ref-1)
2. Please complete if applicable to your account. [↑](#footnote-ref-2)
3. It is recommended that accounts are set up for as short a period as possible and only exceptionally for a period longer than 3 years. The start and end date must be aligned with the expenditure pattern. [↑](#footnote-ref-3)
4. The D account will be debited, by the Bursar’s office. [↑](#footnote-ref-4)
5. Year 1 transfer from the D account will take place as soon as the account has been set up. Year 2 and future year transfers will take place as near as possible to 1st October each year, i.e. at the start of the financial year. [↑](#footnote-ref-5)
6. If the breakdown of expenditure is not known at time of request it is recommended that the full budget be put into the non-pay category. This account therefore will not be linked to CORE at setup stage. This will need to be amended, in the future, if staff are to be hired against the account. [↑](#footnote-ref-6)
7. Current and retired members of staff are research active if they meet at least one of the following criteria: (i) In receipt of external research funding in their own name; (ii) A NUI Galway referenced publication within the last five years; (iii) The supervisor of a current PhD or research masters fee paying student; (iv) Have submitted an application for external research funding within the last two years. [↑](#footnote-ref-7)
8. Fees removed in-line with subsequent PhD procedure approved. [↑](#footnote-ref-8)
9. Added August 22 based on experience of operating RII accounts during 21/22. [↑](#footnote-ref-9)