

BLAIR SCHOOL OF MUSIC FACULTY FUNDPOLICY

PURPOSE

The Blair School of Music makes Faculty Research/Chair Funding available to support and facilitate faculty professional activities (research and teaching). This policy outlines the categories and procedures for expenditures.

GUIDELINES

Faculty funds provided by the Blair School of Music may be used to support reasonable expenses that advance faculty scholarship. Funds may not be used for personal, non-professional purposes. Faculty Funds are Vanderbilt University funds, and materials purchased with these funds are the property of Vanderbilt University. Upon leaving the University, a faculty member will be required to return all equipment purchased with their research funds and may be required to return materials purchased with such funds. Unexpended funds at the time of a faculty member's departure from the University will revert to the School.

Examples of Potential uses (this list is not exhaustive):

Reasonable expenses for research and professional development: materials (books, media, journal subscriptions); equipment (computers, printers, software, instruments, recording, audio, and video equipment); services (lab construction/renovation, technical and research assistance); research-related travel for the faculty member; expenses related to visiting scholars and guest artists (travel, lodging, food, honoraria). Appropriate personnel procedures must be followed for any salary expenditures, and Blair School of Music reimbursement procedures must be followed for other expenditures (see below).

Examples of uses that are not allowed (this list is not exhaustive):

Furniture or furnishings not used for research; home internet service; clothing and/or luggage (including briefcases); travel expenses for family who accompany the faculty member on research related travel; salary for the faculty member or to a family member; personal vehicle equipment or fuel, (though mileage allowance for research usage or travel to professional meetings is permissible). Research funds may not be used for cell phones or personal electronics.

Funding Sources:

Research/Chair funding is made available on an annual basis to some faculty as determined at the time of appointment by the Dean. Unspent funds do not carry over from year to year.

Procedural Guidelines:

Before committing funds or requesting reimbursement for expenses, faculty members should review the Blair School of Music Travel and Expense Reimbursement Policy and the Vanderbilt University General Purchasing Policy. In cases where school guidelines differ from university policy, the more restrictive policy takes precedence. Any exceptions must be approved in advance by the Blair School of Music Chief Business Officer and Dean.

BLAIR SCHOOL OF MUSIC FACULTY FUNDPOLICY

Funds are disbursed in several different ways. Large expenses should be directly billed to Vanderbilt through normal university purchasing methods. For smaller expenses, a faculty member normally turns in receipts through the submission of an Oracle expense report to receive reimbursement, indicating the purpose of the expenditure along with each receipt.

Purchases of equipment made with university funds must be delivered to a faculty member's office or laboratory, not his/her home.

When a faculty member separates from the University, they should consult with the Blair School of Music Chief Business Officer about appropriate uses of research funds during the remainder of the contract period and to arrange return of equipment and material purchased with research funds at the end of the employment period.

Research-Related Travel

For reimbursement of research-related travel, Blair School of Music faculty must follow guidelines and use procedures outlined in the Blair School of Music Travel and Expense Reimbursement Policy, which adheres to the Vanderbilt University Reimbursement Policy.

University policy requires that reimbursement expense reports be submitted using Oracle Cloud within 60 days of incurring the expense. Any reimbursement submitted outside of the 60-day window will be reported by the Expense & Payment Cards team to Payroll as taxable income. Expenses not incurred within the previous 90 days are not reimbursable.

Vanderbilt offers two methods of travel expense reimbursement: actual expenses or a per diem rate. When filing the expense report, the traveler must choose either to file with actual expenses or to request reimbursement based on per diem, for each trip. Using both forms of reimbursement for the same trip are not allowed. When utilizing externally sponsored funds, including all federal grants, the individual must submit receipts for actual, incurred expenses.

When utilizing non-sponsored or unrestricted funds, the individual can choose either to submit receipts for actual, incurred expenses or use the per diem rate. The per diem rate is \$59 per day. The per diem rate includes all meals, snacks, room service, and tips for an entire day while traveling for Vanderbilt business purposes. The per diem rate requires a minimum overnight stay outside of Davidson or surrounding counties. The rate cannot be used on trips that include group meals, business meals, entertainment, One Card expenses, or if meals were included as part of a registration fee.

Itemized receipts are required for all expenses.

Faculty Fund Projects

Faculty Funds may be tracked through the use of Oracle's PPM Project module. Faculty Fund projects are authorized by the Business Unit/Entity Approver (BEA). Eligibility is based on criteria as outlined in the Vanderbilt University Faculty Funds Guidelines.

Task numbers and names are assigned using a standard university-wide task list (see Appendix A).

BLAIR SCHOOL OF MUSIC
FACULTY FUNDPOLICY

Projects should not be repurposed for anything other than the intended use.

EFFECTIVE DATE

Effective: July 20, 2022

Last Revised: May 2022

BLAIR SCHOOL OF MUSIC
FACULTY FUNDPOLICY

Appendix A

Task List

Task 01 – Temp-Restricted Gifts and Endowments

Task 10 – Start-up Funds

Task 20 – Faculty Professional Development Funds

Task 30 – Internal Grant Funds

Task 40 – Pilot Research Funds

Task 50 – Royalties

Task 60 – General Research Funds

Task 70 – Common Lectureship Funds

Task 80 – Bridge Funds

Task 90 – Residual Funds

Task 100 – Research Reward Funds

Task 110 – Chair/Program Director Funds

Task 120 – VUMC Funds

Task 130 – Discovery Grants (Provost awarded)

Task 140 – Research Scholars (Provost awarded)

Task 150 – Chancellor’s Faculty Fellows (Provost awarded)

Task 160 – International Grants (Provost awarded)