THE OHIO STATE UNIVERSITY
JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

Individual Spending Accounts Guidelines

A. Purpose

The John Glenn College of Public Affairs has instituted a system of individual faculty spending accounts. Through these accounts, faculty members can spend a designated portion of College resources in ways that best support their individual professional goals. The guidelines below ensure consistency in the generation and use of these funds.

B. Audience

These guidelines apply to Core Faculty only.

C. Guidelines

The following outlines the key elements surrounding individual spending accounts:

Coverage

Possible uses of ISA funds include the following:

Travel: The Glenn College will approve funding for travel that is appropriate for professional/business purposes and that can be supported by adequate ISA balances.

Graduate Assistants and Students: Faculty members may employ graduate assistants and students to assist with research or grading.

Equipment: Every new regular tenure-track faculty member is provided with a desktop or laptop computer, printer and software upon their arrival at the College. A faculty member may purchase equipment or furniture beyond the standard issues from their ISA through the approval process. Specifications for computer purchases will be provided by the College's IT staff to ensure equipment is compatible with existing software/hardware and can be supported.

Miscellaneous: Any reasonable purchase that furthers the professional activities of a faculty member would be appropriate including journals, books, periodicals, manuscript fees, software, journal submission fees and professional dues and memberships.

Sources

Available ISA funds are a combination of allocations from the Dean, a percentage of indirect costs earned from grants and contracts and any residual funds from fixed price contracts.

Annual Amounts: Individual faculty allocations from College funds will be made by the Dean. The allocations may vary depending on the faculty member's research, teaching and service loads and past performance. The amount may also vary depending upon the amount of overall College funds available.

Allocations from Indirect Cost Recovery: Faculty who wish to augment their ISA may so do by securing grants and/or contracts that pay indirect costs to the College. For the first $50,000 in indirect costs earned, the Dean may allocate up to 10% of the cumulative amount or $5,000 to a faculty member's ISA. For cumulative indirect earned over $50,000, the Dean may allocate up to 20%. Faculty members should discuss with the Dean what can reasonably be spent or used within a year for any addition to ISAs as the funds are not available indefinitely (see Balances below).

For those contracts or grants involving several faculty members, the amounts will be distributed proportionately according to the contributions of the faculty members to the tasks involved in the grant or contract. Fiscal staff will work with the PI to confirm the final distributions.

Allocations to ISAs for indirect cost recovery are available for any grant or contract that has been approved by the Dean and for which funds have been received. They are based upon indirect revenue shown in the PI Portal or through posted contract payments. ISAs will not be increased based upon indirect costs budgeted or expected to be received for a particular grant or contract.

While faculty are encouraged to follow University and College guidelines for maximizing indirect costs earned, the focus should remain primarily on productive research and individual development. Not every grant or contract will earn substantial amounts of indirect costs. At the same time, not every grant or contract can solely cover direct costs. Faculty members are encouraged to discuss potential indirect earnings with the Dean prior to entering into an agreement.

Allocations from Fixed Price Contract Residuals:

Any balance remaining from a fixed price contract will added to the faculty member's ISA.

The Allocation Timeline

In keeping with the University fiscal year, ISAs are budgeted from July to June. The funds are typically used by faculty during the academic year from September through May.

Consistent with the information provided above, the amount budgeted is a function of an annual allocation from the Dean plus a percentage of indirect costs received and any residual funds from a fixed price contract. The University adjusts the College's budget allocation for the impact of earned indirect costs based upon fiscal year actuals. Consistent with that approach, faculty ISA increases for earned indirect costs will be calculated based upon a review of posted earnings through June. Increases for residual balances will also be calculated based upon activity through June. Any resulting adjustments to ISAs will be posted by the beginning of September. Unless there are accounting corrections, that is the only time during the year that adjustments will be made.

New faculty will be allocated an ISA budget based upon their arrival, their offer letter and/or the start of their appointment.

Balances, Deficits and Termination

Balances: Unused balances in ISAs of $500 or less will automatically roll over into the next fiscal year and will be added to any new allocations. Balances greater than $500 will be collected into a pool for distribution. Half of the pool will be set aside for use by the Dean in supporting faculty research and service. The other half will be distributed for faculty research and service based upon the collective determination of the Associate Dean for Curriculum and the Associate Dean for Faculty Development. Balances not distributed by the Dean or the Associate Deans in a given year will not be carried forward unless an exception is granted. *Faculty may submit a request to the Dean to carry-forward any unused balances. A detailed description of the use of the funds must be submitted by the end of the academic year. A written authorization from the Dean is required.*

Deficits: Faculty may generally not spend more funds than those available in their ISA. On occasion deficit spending may be approved by the College Dean. The deficit will be applied in the following fiscal year and must not exceed the next year's allocation. If the deficit is equal to the next year's allocation, no resources will be available. A deficit will not be approved in successive years.

Termination: ISA balances revert back to the College when employment at OSU is terminated.

Process and Requirements

The process for using ISAs and the associated requirements are as follows:

In order to use funds, a faculty member must email the College's Dean to request approval. The email should include the goods or service being requested, a business purpose for the expenditure and an estimated cost. All eRequest entries, email and approval documentation will be maintained by the College per University retention guidelines.

All ISA expenditures must follow University and College purchasing guidelines. Processes and guidelines can be found on the College web page.

All items purchased with University funds, including Sponsored Program funds, are the property of the University. University property should not be permanently removed from the assigned campus location unless proper authorization has been obtained from the College's Dean and Director of Administration and the required form is completed and maintained with IT staff. Computer and furniture purchases must be inventoried and tagged appropriately.

Expenditures for items solely for personal use are not allowed.

Status Reports

Faculty will receive a report outlining the available balance, including indirect cost adjustments, at the beginning of the academic year. Fiscal staff will also provide monthly activity statements for all Individual Spending Accounts. These statements include a reflection of monthly spending activity and the balance of remaining available funds. Statements will be placed in faculty members' mailboxes, usually by the 20th day of each month. Fiscal staff will also provide one-on-one consultations when requested.

D. Organizational Spending Account

Purpose

With the approval of the Dean and the Director of Administration, an Organizational Spending Accounts (OSA) may be established. The source of funding for this account will be decided upon agreement between the Dean, Director of Administration and the Faculty Member proposing an Organizational Spending Account. OSA will function just like an ISA with the exception of having a "designated approver."

Eligibility

To qualify to establish an OSA, a petitioning faculty member must have the following:

- A Center or Institution as defined under OSU Guidelines 3335-3-36, "Guidelines for the Establishment and Review of Academic Centers.
- Approval of the Dean and Director of Administration.
- Indirect Recovery of at least $50,000 in the two previous fiscal years.
- A full-time employee located in Page Hall that the faculty member currently supervises. Faculty Member will appoint a single individual as the "designated approver" for the OSA.

Designated Approver

Once an OSA is established faculty member shall appoint a designated approve of the OSA. This individual will have fully approval to create and approve purchases on the OSA. All purchases must still adhere to all University and John Glenn College of Public Affairs policy governing these accounts.

E. Guidelines Contact

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