

FINANCIAL AND COMPLIANCE GUIDELINES 0.6% FACULTY PD PROGRAMS

Below are a series of instructions which you should review carefully regarding matters such as ethics approval, initiating your project, financial monitoring and final reporting.

- **If your research involves human subjects, you must submit your project for review by the Kwantlen Ethics Review Board.** Please visit the Research Ethics Board site <http://www.kpu.ca/research/research-ethics>, for information and follow the instructions. **A copy of the REB Certificate of Approval is required before funding can be released.** It is recommended that you have your application submitted to the Ethics Board before the summer months.
- If you are hiring research assistants, the Contract to Purchase and Time Sheet forms are available on our website <http://www.kpu.ca/research/grant-management-resources/hiring-an-ra>. You have signing authority on research assistant contracts and time sheets. See guidelines on Conflict of Interest.
<https://www.kpu.ca/sites/default/files/Policies/HR1%20Conflict%20of%20Interest%20Policy.pdf>
- It is desirable to purchase your equipment through Materials Management by completing the Requisition Supplies & Equipment form available in the faculty workroom. If this is not possible, please purchase the equipment and claim the expenses on an Expense Claim form
- Each project will be issued an individual fund code and the researcher is authorized to access the research budget through FAST.
- All forms, including purchase requisitions and expense claims must be sent to your department's Operations Manager to coordinate the appropriate authorization and submission to the applicable departments for processing.

The following is a list of frequently used accounting codes which are required for all financial requests sent to Finance (for additional account codes, please contact Financial Services)

7103	Tuition
7120	Supplies
7442	Travel – General
7443	Conference registration
7444	Meeting expenses
7451	Events
7441	Mileage
7445D	Travel – Airline – Domestic
7446D	Travel – Car Rental – Domestic
7447D	Travel – Meals – Domestic
7448D	Travel – Accommodations - Domestic
7920	Fixed Assets < \$1,000 (Furniture & Equipment)
7900	Fixed Assets > \$1,000 (Furniture & Equipment)

Given the support of the 0.6% Faculty PD fund, Kwantlen Polytechnic University must be acknowledged in any publications arising from this project. It is recommended that you contact Kwantlen's Marketing and International Departments for handouts and information to have available at conferences. A template for PowerPoint presentations highlighting Kwantlen's support is also available from the Marketing department.

- A **Completion or Progress Report** is to be submitted to the Office of Research and Scholarship via Romeo two months following the end of project date in order to retain eligibility for future funding.

Please note:

- As all equipment and materials purchased are considered the property of Kwantlen, following the completion of your project they will be made available for use by Kwantlen faculty and staff.
- The collective agreement between Kwantlen Polytechnic University and Kwantlen Faculty Association refers to Copyright and Intellectual Property. See guidelines: <https://www.kpu.ca/sites/default/files/Policies/IM1%20Copyright%20Compliance%20Policy.pdf>
- You may be asked to participate in future celebration events or feature your project in a newsletter article or wall display.