

0.6% FACULTY PD FUND - FINANCIAL AND COMPLIANCE GUIDELINES

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

- **If your research involves human subjects, you must first submit your project for review by the Kwantlen Ethics Review Board (REB).** For information visit the Research Ethics Board at: <http://www.kpu.ca/research/research-ethics>, and follow their process instructions.
- A copy of your REB Certificate of Approval is required before funding will be released. It is recommended you have your application submitted to the Ethics Board before the summer months.
- If you are hiring Research Assistants, the Casual Contract and Web Time Entry ‘How To’ Guides, along with HR hiring documentation and time sheets are available at: [Taleo Resources \(sharepoint.com\)](http://www.kpu.ca/sites/default/files/Policies/HR1%20Conflict%20of%20Interest%20Policy.pdf)
- You have signing authority for Research Assistant Casual Contracts and time sheets. Refer to KPU’s Conflict of Interest Policy here: <https://www.kpu.ca/sites/default/files/Policies/HR1%20Conflict%20of%20Interest%20Policy.pdf>
- Purchase equipment, hardware and software through Procurement Services by completing and submitting the FAST web requisition. Other expenses can be claimed by submitting an expense report and receipts to your Dean’s office for processing. Note that hardware and software web requisitions must be submitted to IT for assessment. Refer to [FM5 Business and Travel Expense Procedure](#) for more information.
- Each project will be issued an individual Special Purpose Fund (SPF) account (in the body of award letter), and the Researcher is authorized to access their SPF account budget through FAST. It could take 1-2 months before the account will be set up in FAST. Use the SPF account number for the Organization Code (ORG).
- All forms, including expense claims, travel authorization, honorariums, cheque requisitions must be sent to your department’s Divisional Business Manager or Operations Manager to coordinate the appropriate authorizations, account coding and submission to the applicable KPU 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)

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



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 by uploading to Romeo one month following the end of project date in order to retain your eligibility for future funding.

Please Note:

- As all equipment and materials purchased are considered the property of KPU, following the completion of your project they are to 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. Refer to KPU Policy here:
<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.