

Pace University

Scholarly Research Policy (updated April 16, 2025)

Scholarly Research Funds

Scholarly Research Funds awarded by the Provost Office may be used to support reasonable expenses that advance faculty scholarship. These awards may not be used to cover personal expenses or any other costs that are not directly related to research, teaching, and other university business.

Some scholarly research funds are provided for specific research purposes (*i.e. Scholarly Research Committee awards*), and those stipulations must be observed. If a faculty member has any questions about the appropriateness of an expense, they should consult with their School Budget Rep prior to incurring the expense.

Scholarly research funds are Pace University funds, and materials purchased with these funds are the property of Pace 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 university.

Funds deposited into a scholarly research account are: 1) designated for use by that faculty, 2) are not transferable, 3) must be used for the intended purpose as stated in their award, and 4) are available for up to two years from the date awarded.

Examples of Potential Uses*:

- Equipment (computers, laptops, lab equipment) used for research (note 1)
- Gift cards for focus group participants (note 2)
- Library fees (excluding late fees and fines)
- Meals for research collaborators (note 3)
- Page charges for articles in scholarly journals
- Professional membership fees
- Professional development expenses related to the conduct of research including publication and research costs (e.g., photocopying, editing, copyrighting)
- Research-related travel for the faculty member (to conferences, libraries, research sites)
- Research materials (books, media, journal subscriptions)
- Scholarly journal subscriptions (not covered by the University Library)
- Student Assistants (must follow Pace University hiring guidelines)
- Summer salary (note 4)

NOTES:

1. All equipment purchases must be made through e-Procurement. For computers and/or laptops, IT will provide a quote. Any exceptions will need prior approval from the Provost Office.

2: All gift cards must receive pre-approval prior to their purchase from R. Beatty. Please note that gift cards can be considered a taxable event for those faculty, staff, and students employed by the university. Any gift card purchases pertaining to human subjects' research require approval by the IRB.

3: All meals purchased must follow current university guidelines. Please note that alcohol is not reimbursable. Reimbursement can only be submitted for external research collaborators with a defined business purpose.

4: Summer salary requires pre-approval by both the School/College Dean and Provost and must demonstrate a clear connection to faculty research advancement. Please note that all payments are subjected to a fringe benefit rate and applicable taxes.

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Examples of Prohibitive Uses:

- Advertisement for books
- Business or first-class travel
- Cell phones, including service plans, cases, covers, and/or other incidentals
- Childcare
- Clothing, except for protective and other wear essential for the conduct of research, and academic regalia used in the performance of university functions
- Club memberships
- Costs of commuting between home and campus
- Faculty stipends
- Furniture and furnishings not used for research
- Gifts of any type
- Modems/routers
- Moving expenses
- Network connectivity costs including home internet and/or cable TV/streaming services, subscription services for iPads, cells phones, other devices
- Newspapers and magazines
- Personal digital subscriptions to journals already available via the University Library
- Personal websites hosted externally
- Printers and/or printing supplies
- Travel expenses for family (spousal, partner, or other family member) who accompany the faculty member on research-related travel
- Salary paid to any faculty member (unless specifically authorized)

In certain circumstances, scholarly research funds can be used to fund release time (subject to the approval of the School/College Dean and Provost).

*Pace University reserves the right to deny any reimbursement request that does not meet these guidelines and does not conform to the current [Expense Policy Guidelines \(PDF\)](#) of the university.

Guiding Principles of Scholarly Research Funds:

- University policies apply to the use of all university funds, including research funds, and should be beneficial to the university
- Scholarly research funds should be used for costs directly related to research and should not be used for personal or other non-research expenses
- Financial prudence should be exercised, and extravagance or the appearance thereof should be avoided
- All assets purchased with scholarly research funds remain the property of the university, including equipment, supplies, etc.
- Research funds cannot be used to pay for services that are otherwise provided free of charge by the university (e.g., document shredding)