Beginning in FY20, The University of Akron will create a Research Contingency Fund (RCF). The RCF’s purpose is to aid the colleges with funding for research-related contingencies, such as unexpected research expenditures (e.g., equipment failures or urgent facility problems) and strategically planned research expenditures. The RCF will be administered by the Office of Research Administration.

ORA-00-09.01 Policy and Processes Overview

• Early in each spring semester, the Director of Research Administration and the Director of Research will submit to the CFO a request for funds for the following fiscal year.
• Annually, in mid-to-late March, the Deans will be asked to submit their requests for strategic research funding, using the RCF Request form, via rcf@info.uakron.edu, no later than May 1. Each request must be submitted on a separate form and must be prioritized by the Dean. After May 1, all requests will be reviewed and prioritized by the Director of Research Administration and the Director of Research. Available funds will be committed to the highest overall priority needs.
• Uncommitted RCF funds will not carry over to the following fiscal year and will be returned to the general fund. One exception is major purchases. A major purchase may require funds to accumulate over multiple years (for example, replacement of expensive equipment). In such cases, if the request is approved, these funds will be set aside (within the ORA) each year until the needed total is accumulated. Should the intended use of the funds no longer be needed at the time when the funds have been accumulated, the funds revert back to the pool in ORA. The accumulated funds do not automatically go to the unit for other uses. It is the Dean’s responsibility, via the annual request, to update the ORA on the current pricing and associated costs that come with a multi-year strategic need.
• Colleges and Departments must spend down their existing IDC reserves before being eligible to receive RCF funds.
• Deans are urged to consider working with Development to procure additional funds to supplement these RCF monies to further advance the specific research missions of their colleges.

ORA-00-09.02 Process Details

• The Dean will complete an RCF Request form for each individual request. Justification must use the allotted space. Equipment quotes and the like may be attached. A link to the specific equipment is also acceptable.
• All RCF requests must be submitted, via email, to rcf@info.uakron.edu. A single email may contain multiple request forms.
• Requests must include detailed justifications, including, but not limited to, the information below.
  o **Equipment**: include make/model, vendor, cost including shipping and any other associated fees, a quote if applicable or a screenshot from UA’s online purchasing system, where the equipment will be housed, any PFOC costs involved in setup, who will use it, and its purpose.
  o **Personnel (including students)**: Student’s name, the project the student is working on, why this support is needed, and the expected outcome. If requesting to hire a new temporary employee, the RCF request should be done in conjunction with the Position Request Form, if possible. The RCF must include what this position will be working on, the period of time needed, the justification for hiring a temporary employee. The appropriate amount of fringe benefits must be included in all personnel requests.
  o **Equipment Maintenance**: include make/model, vendor, repair estimate, location of equipment, its use and who uses it, the justification for its repair, and whether or not the equipment is duplicated elsewhere on campus. RCF funds are not intended to be used for continuing preventative
maintenance contracts.

- **Major Purchase:** a multi-year strategic request for equipment must include all of the same details as listed for equipment above. In addition, in each subsequent year until the total requested funding is accrued, the Dean must submit an annual request confirming the need still exists and updating all of the information, including the purchase price and associated costs.

- **Cost-share:** Excluding faculty time. Example, required cost-share on an NSF MRI proposal.

- **In general,** requests for GAs, travel, and hospitality will not be approved.

- **Emergency requests** must also include the nature of emergency (such as equipment failure).

- **ORA will log each request received and assign an RCF ID number.** This number should be used in all correspondence and be included in the purchasing/receipt documentation.

- **The Deans will receive notification of the funding decision(s) via email.** If requests are approved, the email will also include the speedtype and the RCF ID number.

- **If a request is approved,** the ORA will work with the Office of Resource Analysis and Budget (RAB) to create an RCF account for the College and will transfer the funds. Only one account will be created per College.

- **It is the Dean’s responsibility to ensure that the new account is used ONLY for the approved purpose.** If the approved purpose is no longer valid, the funds will be transferred back to ORA. Any changes must be submitted by the Dean via a new RCF request.

- Rebudgeting of the RCF account is not allowed. Changes from the originally approved request must be submitted via a new RCF Request form with reference the original RCF ID number.

- The ORA will monitor the RCF accounts, verify the expenses against the approved requests, and provide reporting to the Director of Research Administration. If additional verification is needed, ORA will contact the Dean or Dean’s designee for the information.