

Dean Research Reinvestment Request*

A faculty or staff member who receives an extramural grant that generates indirect funds may request a portion of those funds. Approved funds will be placed in a designated account and must be used to support research.

1. CHP will distribute up to 40% of the indirect funds received from CMU OSP to the Principal Investigator. All funds distributed must be used to support research.
2. Examples of activities that support research: travel, equipment and supplies, consultants, technology, data collection and analysis, article publication charges, and specialized training.
3. Requests must specify a particular fiscal year (July 1 through June 30) during which the grant is awarded.
4. Distribution of the funds will occur once CHP receives the indirect funds, typically late in Fall semester annually.
5. Any equipment or property purchased with these funds remains the property of the University.
6. Upon separation from the University, any remaining funds will be returned to the College.

Request and Review Process

Before submitting a request, the faculty or staff member should confirm with the CHP Business Manager, Kristin Neubecker (lande1kn@cmich.edu), that the indirect funds have been disbursed to CHP. This disbursement typically occurs no earlier than November of the fiscal year following the year in which the grant was received.

Once the availability of funds has been confirmed, the faculty or staff member should submit a formal request to the Dean via email. The request must be supported by the faculty or staff member's department chair or appropriate supervisor. Final approval rests with the Dean.

The request should include the following information:

1. The title of the funded project and the name of the funding agency;
2. The date the funds were received and the period they cover;
3. The amount of reinvestment funds requested;
4. A brief explanation of how the funds will be used to support research;
5. The anticipated timeline for using the funds; and
6. Confirmation that the funds will be used in accordance with CHP and University policies.

The requester may be asked to provide additional information as needed.

**Dean Research Reinvestment Plan is subject to periodic review and may be revised at any time based on the financial needs of the University and College.*