



POLICY:	Individual Research Funds Policy
FIRST DRAFT:	ET 2016#13
ADOPTED:	UR 2016#04 <i>pro-tem</i> ¹ UR 2017#01
AMENDMENTS:	None to Date
REVIEW:	

¹ Subject to consultation in accordance with the Protocol for Policy Development

General Principles:

Individual Research funds may be used to defray the cost of purchasing materials or engaging in research activities or for the purchase of ICT equipment or textbooks, where such costs occur in respect of College business or research associated with the individual staff member's normal duties at MIC.

Purpose of this Policy:

To set out the conditions and procedures whereby MIC staff may purchase items of ICT equipment or textbooks or attend conferences, as part of, or to facilitate, their Research work at the College or in support of their normal College work.

Eligibility:

1. All permanent members of academic staff and all holders of contracts, where the contract is for a duration of at least one academic year and where research forms are a required element of the staff member's normal duties. The fund will be applied pro rata to qualifying staff on less than full time contracts.
2. Staff on secondment to the College shall be entitled to a research fund, provided that they are not in receipt of similar funding from their principle employer and are employed by the college for a duration of at least one academic year.

The following staff will **not** be eligible under this Financial Procedure:

- Staff on Personal Leave of Absence or on Secondment to another place of work.
- Staff employed by the college to work exclusively on externally funded projects.
- Staff on contracts of substitution for a duration of less than one academic year.

Each eligible staff member shall be entitled to an annual allowance. The annual allowance is currently set at €600 (this may be subject to change depending on budgetary constraints).

Normally, staff members should use the funds provided in the year of allocation, but in recognition of the significant cost of ICT equipment and travel to certain international conferences, funds may be carried over up to a maximum balance of €1,800 (3 years @ €600) Any amount greater than three years allocation will be withdrawn on 1st October each year.

Expenditure must normally be claimed in the year in which the expense is incurred and advance payment for conference travel and registration costs may be claimed on a receipts basis. Where ICT Equipment is to be purchased, it must be purchased through the ICT department. In both instances the relevant application form must be completed by the staff member and approved by the Finance Office prior to spend or purchase. (see Form (a) and (b) at end. ICT equipment is defined as computers, laptops and iPads and all such purchases from the individual research fund will remain the property of the College.

Procedures covering the purchase of ICT Equipment:

All ICT equipment (computers/laptops/tablets) purchased from an individual research fund must be tagged with a college asset tag and must be procured through ICT Department. Such electronic assets must be pre-loaded with appropriate security software before any College data may be stored on them, by MIC ICT Department.

Old computers/laptops/tablets must be surrendered to ICT Department when a new computer/laptop/tablet is purchased.

Old computers/laptops/tablets must be surrendered to ICT Department in advance of any change of ownership, so that all College licenced software and all College data may be removed from the device. (This may include *Microsoft Office* and other programmes.) Software residing on computers/laptops/tablets is licensed for use by College employees only.

College policy is that the useful life of a computer/laptop/tablet is four years and normally the purchase of like-for-like items will be limited to one every four years except in exceptional circumstances (e.g. theft or irreparable damage).

Where staff retire from/leave the employment of the College within four years of the purchase of equipment they will be required to return the items or alternatively may purchase any item at its depreciated value.eg item purchased for €400, staff member leaves/retires after one year, depreciated value of item €300 (that is – it is depreciated

by 12/48 months X €400 = € 100.) **It should be borne in mind that all MIC licensed software must be removed from devices before handover of ownership in these instances.**

Staff must provide assurance that use of computer/laptop/tablet for personal use is incidental to business use.

There should be no personal contribution by a staff member toward such costs including ICT equipment as no ownership rights accrue to anyone other than the College and there will be no reimbursement process permitted outside of College Policies.

This Policy is to operate in conjunction with other College policies and in particular with:

- Responsible Computing Policy
- ICT Security Policy

All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.

The attached form is to be completed in seeking approval to spend from a Research Fund for either (a) ICT Equipment or (b) International Travel.

<p><u>Form (a)</u> <u>Application for purchase of ICT equipment from Individual Research Fund</u></p>		
<p><u>Staff Member:</u></p> <p>Date:</p>		
<p><u>Item (s) to purchase:</u></p> <p>Value:</p>		
<p><u>Last Purchase of ICT Equipment –</u></p> <ul style="list-style-type: none"> • Date: • Item: • Value: • Current Condition & location of this item: • Serial Number / Tag Number: 		
<p><u>Finance Office only:</u></p> <ul style="list-style-type: none"> • Funds check / available funds: • Carry forward funds: • Expenditure approved by VPAF/DoF(sign) 		
<p><u>ICT Department:</u></p> <ul style="list-style-type: none"> • Procured by Tender / Preferred Supplier: • Cost (actual): • Staff procuring item (sign) 		

Details of Item returned for disposal / reallocation if applicable:		

<p><u>Form (b)</u> <u>Application for International Travel spend from Individual Research Fund</u></p>		
<p><u>Staff Member:</u></p> <p>Date:</p>		
<p><u>Journey Details:</u></p> <p>Location:</p> <p>Costs:</p>		
<p><u>Research Area:</u></p> <ul style="list-style-type: none"> • 		
<p><u>Finance Office only:</u></p> <ul style="list-style-type: none"> • Funds check / available funds: • Carry forward funds: • Expenditure approved by VPAF/DoF(sign) 		