Research Overhead Funds

Research overhead funds are distributed as part of sponsored research agreements which support project overhead costs. These funds must be spent for the purposes of instruction, research, tests, invention, discovery, development or engineering consistent herewith and can only be spent during a person’s tenure at UML. As overhead funds are institutional funds rather than direct grant funds, they cannot be transferred to another institution or entity in the event the investigator leaves UML.

Expenditure Policy

Overhead funds may be used for educational and research supplies and equipment, books and educational materials, travel to attend or give papers at educational conferences, to employ students, secretaries, or other faculty and staff on educational or research projects, or for other activities, goods, and services consistent with the intent of the legislation and consistent with any Attorney General opinions or interpretations related to the use of overhead funds.

Persons may not pay themselves a salary from their own overhead funds.

All purchase orders, salary payments, and travel vouchers charged to an overhead account follow the usual procedures. In addition, all materials related to overhead accounts are routed to the Office of Research Administration for review and final authorization.

Overhead funds may only be spent as they are accrued and not in advance of a credit to the overhead account.

Overhead accounts are monitored on a monthly basis and accounts with deficit balances will be frozen. If the overhead account has a procard issued against it, the procard will be deactivated until the account returns to a positive balance.

Overexpenditures up to a negative $1,000 balance may be allowed if a Principal Investigator has active research funding whose overhead distribution will cover the deficit within a 90-day period.

If an investigator has the need to deficit spend in an amount greater than $1,000, the investigator must submit a request to the Vice Chancellor, Administration and Finance stating the need for the deficit spending and also including a plan for clearing the overhead deficit within a reasonable period of time.