Scholarship and teaching are mission critical functions for the University. At the same time, Santa Clara is facing uncertainty at the start of the 2020-21 fiscal year. Given this, the Provost’s Office has set up the following guidelines in an effort to promote research and creative work while conserving resources. For the FY 2020-21 fiscal year, the Provost and Deans are asking all teaching scholars to be particularly good stewards of resources and spend only those resources that are critical to faculty scholarship. The following guidelines have been developed to provide a framework for decision making related to research funding, and are in place through October 1, 2020. These guidelines apply to all internal grants (Provost, College, School, Centers of Distinction, etc.), including start-up funds.

Funding from research comes from three distinct sources: external sources, endowment and gifts, and operating funds. In general, external funds, gift, and endowment funds should be the primary source of funding between July 1, 2020 and October 1, 2020. The following guidelines provide additional detail.

**Research Funding from External Agencies**
External awards or grants may be used as long as their use adheres to regulations set forth by the initial funder. Please consult with the Sponsored Projects Office (mfortini@scu.edu) or your Dean’s Office if questions emerge regarding a specific external grant.

**Research Funding from Endowments or Gifts**
Research support fully funded from endowment, gifts, or innovation funds may be used as long as their use adheres to existing University policy, and complies with all local public health ordinances and shelter-in-place guidelines. Please consult with your Dean's Office if you have questions about the source of funding.

**Research Funding from Operating Resources**
Existing research funds that sit in 14XXX accounts may be expended as long as their use adheres to the following guidelines.

- **Use of Funds**: The use of funds must be reviewed and approved by the Dean’s Office of the faculty member’s College or School. Each Dean’s Office will prioritize funding for those faculty whose positions support research.

- **Equipment and Instrumentation (>$5,000)**: Equipment and Instrumentation should only be purchased if it is critical to the continuation of your research. All such purchases must be reviewed and approved by the Dean’s office at least one week before the transaction is needed. Technology purchases must adhere to Information Technology recommendations and processes. Finally, new laboratory equipment purchases are required to undergo EHS review before the request can be made to the Dean’s office.
Publication Costs: Grant funds may be spent for publication costs such as subventions, indexing, copyright permissions, and other costs associated with creative or scholarly exhibitions or publications, including publications in digital venues. All such purchases must be reviewed and approved by the Dean’s office.

Travel including conference registration fees and professional memberships: No funds may be spent for travel of any kind through October 1, 2020. Requests to fund virtual conference attendance or professional membership fees must be reviewed and approved by your Dean’s office at least one week before the purchase is to be made.

Supplies and Subscriptions (<$5,000): Supplies and subscriptions should be purchased only if they are critical to the continuation of your research. All purchases must be reviewed and approved by your Dean’s office at least one week before the purchase is to be made. Technology purchases must adhere to Information Technology recommendations and processes.

E&G operating funds (11001) should not be used to support research during the period between July 1, 2020 and October 1, 2020.

Student Employees
Student workers who support functions associated with research, tutoring, advising, and teaching may be hired as long as 1) the work activity is taking place in a state in which Santa Clara University is authorized to conduct business; and 2) the work activity complies with all local public health ordinance and shelter-in-place guidelines. All requests for student workers must be reviewed and approved by the Dean’s Office and the Provost’s Office.

Student Awards for Internships and Research
Awards or grants used to support student internships or research that are funded through gifts or endowment are authorized to proceed during summer 2020 as long as 1) the grant activity is taking place in a state in which Santa Clara University is authorized to conduct business; and 2) the grant activity complies with all local public health ordinance and shelter in place guidelines. Research grants or awards that are funded through operating funds should be delayed until October 1, 2020.

University Procedures
Internal Grants that Expire on or before October 1, 2020
To extend a grant set to expire due to freezing of funds, contact the source of the grant. For example, for University research grants, contact grants@scu.edu to request an extension in writing. You will receive written confirmation of the approved grant extension within 5 days.

1 Santa Clara University is authorized to conduct business in the following states: California, Arizona, Illinois, Nevada, Oregon, and Washington.
Reimbursements for Past Expenses
All reimbursements will be reviewed by each dean’s office through Concur. Any outstanding expenses prior to July 1, 2020 must be properly submitted through Concur in order to be considered for reimbursement.