

## Office of Undergraduate Research Faculty Supervisor Financial Accountability Form

The purpose of this form is to ensure that faculty supervisors are accountable for spending grants given to students by the Office of Undergraduate Research (OUR). Faculty supervisors are accountable for all spending.

- Grants are given to individual students for their sole use. Faculty who have two or more students with grants can combine the purchases as long as the purchases do not exceed the original individual grant limits.
- Faculty/students should not change budget line items. If there is a need to change budget line items, faculty should contact [our@umassd.edu](mailto:our@umassd.edu) with their request and provide a justification for the change.
- For research supplies and materials, faculty should use Buyways for ordering. A comment must be included in the Buyways order to the effect of “John Smith OUR project.” For the speed type, please contact the OUR director at [our@umassd.edu](mailto:our@umassd.edu).
- Student hires should be processed through Corsair Jobs.
- Travel reimbursements should be processed via Concur or other platforms depending on student status.
- If gift cards are to be given to study participants, there will need to be additional forms signed by faculty supervisor and participants, and all [university gift card guidelines](#) need to be followed.
- Records of spending need to be kept by the faculty supervisor and/or the student and submitted at the end of the study, along with a brief close-out report. The report must include a list of items charged to the OUR speed type and an explanation of how these purchases benefited the student.
- If there are funds remaining of any type, the faculty member should list the amount and type on the close-out report.
- Under no circumstances should a faculty member, student researcher, or other, use or keep remaining funds or allow them to be used by another individual. For example, do not give gift cards or remaining materials to someone else in your lab.

**In sum, please make sure that spending complies with accepted practices of research ethics.**

I have read and agree to the terms above:

\_\_\_\_\_  
Faculty supervisor name

\_\_\_\_\_  
Faculty supervisor signature

\_\_\_\_\_  
OUR awardee name

\_\_\_\_\_  
Date