

Guidelines on the Use of Funds Internally Issued by DOR

This document does not pertain in any way to externally sponsored projects. This communication is to clarify and/or reinforce the guidelines already in place. Neither OCG nor the DOR Business Operations Team (aka DOR Biz Ops) need to sign payroll reallocations, journal reallocations, or other expenditure documents associated to internal funding (including faculty startup, cost sharing, equipment, renovation, or internal awards) provided by DOR and transferred to one of the fund codes below. Please note that it is DOR's position that all funding provided should be **used for the purpose for which the funding was approved and within the time period for which the funding was provided** (authorized by DOR and noted in the offer letter or other written documentation and extended only by written approval), **regardless of the flexibility of the funding source provided. We will be increasing monitoring activity to ensure compliance.** E.g., if funding was provided for equipment, it should not be used for salary. See below for specific restrictions on each fund type that we may use to fulfill commitments. Note that it is at the sole discretion of DOR to determine the funding type provided based on availability of funds and current and upcoming commitment needs. Because funding should be used only as approved, our selection should not hinder any business operations.

Restrictions by fund code:

Fund Code	Short Name	Long Name	Restrictions or Guidance (In addition to MAPP and SAM policies)
1008/ 1043	HEAF	Higher Education Assistance Fund	http://www.uh.edu/research/resources/business-tools/heaf-guide/
1099	RDF	Research Development Fund	No construction or renovations; Texas Education Code Sec. 62.097 to "promote increased research capacity at the institution;" funds expire and are returned to the state at the end of the biennium unless encumbered using an official purchase order issued by Purchasing.
5999	TRIP	Texas Research Incentive Fund	Texas Education Code Sec. 62.122, "for the enhancement of research productivity and faculty recruitment."
1121	NRUF	National Research University Fund	No construction or renovations. Texas Education Code Sec 62.149, "for the support and maintenance of educational and general activities that promote increased research capacity at the institution." "(1) providing faculty support and paying faculty salaries;(2) purchasing equipment or library materials;(3) paying graduate stipends; and (4) supporting research performed at the institution, including undergraduate research."
2072	IDC	Indirect Cost Returns	May not be used as noted in the Account List online found at: http://www.uh.edu/finance/pages/References.htm and click "Account List" at the top of the webpage.
2086	IP Royalties	Intellectual Property Royalties	No additional restrictions.
Regardless of these flexibilities, the funds should be used as approved by DOR only.			