WPI Internal Research Funds

The following is additional information on the management of internal research funds. An internal research fund is when a WPI Research Center or other University funding source gives out a project to a faculty member. This differs from a typical sponsored project where the funding is coming directly from a sponsor in the form of a grant or contract with specific terms and conditions.

Questions regarding Research Center establishment should be directed to the VPR's Office. Questions regarding Sponsored Programs (funding via a grant or contract) should be directed to the Office of Sponsored Programs.

Collecting Membership Fees (Research Centers) or Cash Deposits in Non-sponsored programs sources

- Each research center or department is responsible to invoice and collect membership fees and other payments from their members/customers. These payments are typically deposited into designee funds – this may be in the form of a unique cost center or activity tag. The center/dept is also responsible to follow up on any outstanding payments owed. The controller's office can provide customer invoicing instructions or assistance, as needed.

Awarding Internal Research Funds - Projects

- WPI or the Research Center may decide to give out internal research funding in the form of projects.
- The Office of Sponsored Programs (OSP) will help the center/dept issue a task order, which is the "award" of the internal project that will be issued to a faculty member(s). The task order will include a principal investigator (PI), project title, period of performance, award amount, and detailed budget including any indirect costs (usually at 10% Total Direct Costs).
- Once a task order is created, OSP will send it to Sponsored Programs Accounting (SPA) to establish an internal grant # for the project and set it up in Workday. SPA will transfer cash in the amount of the task order to fund the internal grant. SPA will send an internal grant worktag number and other applicable information to the PI so they can begin spending.
- Centers/depts can modify existing task orders (add or reduce funding or change dates) by contacting OSP. The task order will be adjusted and then sent to SPA for modification in Workday. SPA will make any budget/date modifications and additional cash transfers as needed in Workday and then notify the PI.

Reporting and Monitoring

- Research Centers and departments should run reports in Workday to monitor cash received by their center and any charges made directly to their research center or other department worktags.
- To view spend and balances in internal grant awards, run the grant report called "Internal and Membership Funded Grants Report".
- If you have a research center that is related to a Federal Award (such as an NSF IUCRC), internal research projects spend must be in compliance with Federal cost principles (2CFR200) and any program income reporting requirements. Please review your Federal award terms and conditions for further information and reach out to SPA/OSP for assistance as needed in interpreting these requirements.