

Tisch School of the Arts Dean's Grant Guidelines

The Tisch School of the Arts Dean's Grant is a bi-annual allocation that may be made to individual faculty members to support their research and professional development.

The expectation of the Dean in granting this award is that it be used to fund direct research expenses (e.g. travel, conference fees, computer equipment and software, publications, and research assistance) and to support such "public goods" as lectures, conferences, visitors, course enhancements, etc.

Faculty members have discretion in allocating the funds, but all charges made must meet the following conditions:

1. The charge must be for a research expense or a "public good" for an NYU course, department, program, or school. IRS regulations preclude the Dean's grant from being used to support personal expenditures of the faculty member.
2. Only expenditures allowed under University guidelines are covered by the Dean's grant. (see the [University Business Expense Policy](#).)
3. Only expenditures properly processed in accordance with University guidelines may be charged to the Dean's grant (see the [University Expense Reimbursement Policy](#), [Purchasing Policies](#), or other related policies).
4. **Receipts and invoices for all incurred charged must be submitted to the faculty member's Department/Program Administrator within 60 days of expenditure.**

If any one of the conditions above is not met, faculty will be personally liable for payment. Faculty should check with their Department/Program Administrator before incurring any expense to ensure that the charge is allowable and to determine the proper procedures in which to purchase such items or seek reimbursement.

Research funds are allocated to faculty within the given academic year. Within this period, unused funds may **NOT** be rolled over from year to year.

Acceptable Uses of Dean's Grant funds:

- Computer software and hardware. All capital acquisitions remain the property of NYU even if the item is cost-shared with the faculty members' personal funds. All computer orders must be ordered through university systems such as Purchasing/ibuy or the NYU Computer store.
- Public lectures and conferences, including travel and registration.
- Enhancements of courses.
- Costs of materials, resources, rental for specific creative projects.
- Travel to archives, collections, institutions, sites in support of research.
- Production support (though the School will not take on the role and responsibility of producer of any projects).

Unacceptable Uses of Dean's Grant Funds:

- Transactions that could be construed as personal expenses (for example, furniture for a home office).
- Items that do not have a clear and direct purpose in supporting the research or "public goods" of the NYU faculty or department.
- Items that do not have a clear benefit to meeting the missions of the University.
- Housing and living expenses for long term assignments, i.e: teaching at an NYU portal campus or study away sites) are not appropriate expenses. In certain circumstances, reimbursements for assignments at these locations may be covered by the relevant campus. Faculty should first contact the appropriate office (Office of Global Programs for the study away sites or the relevant campus) before making any arrangements.

Payments from Dean's Grant Fund

Faculty members must adhere to University Policies and Procedures. The appropriate forms must be used to purchase goods or to be reimbursed for expenditures. Otherwise, an expenditure may not be reimbursed. A description of each form and its use is provided below:

- The on-line Accounts Payable Workflow System (AP Workflow) should be used for reimbursement of all expenses incurred during the course of conducting University business. Examples include books, software, or meeting expenses. It is also used for travel expenses. University guidelines apply to all business travel. The Tisch Budget Office will provide Department/Program Administrators with the appropriate chartfield. For more information, please review the University Financial Policies (Business Expenses and Expense Reimbursement).
- The Payment to Individuals Form ([Form IND4000](#)) is used to request payment to individuals who are not affiliated with NYU (e.g., independent contractors and consultants) for professional services, honorariums, etc.
- The Business Payment Form ([Form BUS5000](#)) is used to request payment to a business entity/vendor for transactions that do not require a Purchase Order.
- The Book Store and Computer Store Requisition forms are used to purchase books, supplies, equipment and software from the University Book Store and Computer Store. It is the preferred method for items that are stocked by the University's Book Store and Computer Store.