

**Allowable Expenses:**

**Extra compensation for Project Leads:** All institutional extra compensation policies must be followed. At Bradley University, the appropriate policies are found in section II.B.3.b of the [Faculty Handbook](#) (the hourly rate for federally funded projects will be used) and in the [Exempt Employee Handbook](#).

**Course/Duty Releases:** These are costs that will be incurred by the unit to cover the release from normal duties (e.g., teaching, clinical hours, etc.) Institutional approvals must be obtained before the application is submitted. A letter of support from your supervisor must be included with the budget justification.

**Undergraduate or Graduate Student Wages:** This is compensation at an hourly rate for current, degree-seeking Bradley University undergraduate and graduate students, regardless of enrollment modality, to facilitate their engagement on the project.

- It is the expectation that students supported by grants will earn at least Illinois' state minimum wage rate.

**Participant Costs:** These are costs related to involving human subjects in a study, such as participation incentives, fees for the purchase/use of a survey instrument or assessment tool, or other expenses that are directly related to the involvement of human subjects in an approved study.

**Materials and Supplies:** Items required to conduct the project (e.g., expendable materials and supplies that are less than \$5,000). – It must not be used to replenish supplies necessary for other ongoing projects

**Capital Equipment or Instrumentation:** Before capital equipment can be purchased using Innovation for Health (IFH) funding, the investigators must address the following items. (Capital equipment is defined as non-disposable items valued over \$4,999.99.) When answering the questions, state plans for both during and after the award period.

- Where will the device be housed?
- How will access be granted to users from both institutions?
- Who will maintain the device?
- Who is responsible for repairs to the device?
- Who will determine when the device is no longer viable and should be disposed of/recycled?

**Relevant information from the Innovation for Health (IFH) agreement**

Device means physical, electrical or mechanical apparatuses, components, devices, equipment, instruments, samples, specimens, or tools.

Any Device(s) exchanged during the conduct of an IFH Project are owned by the providing Party. The transfer of a Device from one Party to the other under the terms of this Agreement shall not affect the providing Party's ownership interest in the Device(s). The recipient Party will maintain all Device(s) so that they are readily identifiable. The recipient Party shall use the Device(s) solely for the research purposes defined in the relevant Project Specification and shall not transfer, deliver or otherwise release the Device(s) to a third party without the express prior written consent of the providing Party. Upon termination or expiration of a Project Specification, and at the instructions of the providing Party, the recipient Party shall return the Device(s) to the providing Party. In the event of damage or the failure of one Party to return the Device to the providing Party, the replacement cost of such Device shall be assessed the Party responsible for the damage or loss.

**Travel:** These are registration fees and travel expenses necessary to present findings at conferences and professional meetings, as well as travel expenses required for the performance of the project (e.g., fieldwork, access to archives, service sites, etc.).

- **Bradley University Policy:** Students cannot receive both compensation and course credit for the same effort. Students may receive compensation if the duties are in addition to their course work as students. There must be a clear delineation between the course work and the duties being performed for compensation. Work duties versus course assignments must be specifically documented and there can be **no** overlap of responsibilities or the appearance thereof.

**Consultants/contractual services:** These are services necessary for the proposed project, such as interpretation or translation services, transcription or annotation services, printing costs, use of equipment and instrumentation at another facility, or submission of samples for analysis by an outside vendor.

***\*Publication or Patent Application Costs:*** *Please do not include these expenses in the budget.* If funding is needed as the project develops, please contact Dr. John Vozenilek, Chief Medical Officer, Vice President for Innovation and Digital Health OSF HealthCare System or Dr. Christopher Jones, Vice President for Strategy and Innovation at Bradley University.

**UNALLOWABLE EXPENSES:** Overhead/in-directs, tuition remission, routine costs (secretarial, supplies, etc.) that are a standard line item in institutional budgets, compensation for students who are not current, degree-seeking Bradley University students, and compensation for external research collaborators/presenters/co-authors.