

Appropriate Use for Research Funds

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Office of Research Support and Technology Transfer

Duke Kunshan University

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Reason to Ensure Appropriate Use for Research Funds

- New policies and regulations by the State Council, Ministry of Finance, Ministry of Science and Technology (MOST), National Natural Science Foundation of China (NSFC)
- Findings and requirements from recent external audit by NSFC
- Responsible Conduct for Research

Pre-Award Project Categories

- ❑ Chinese Government Grant and Contract/Agreement:
 - ❑ Natural Science: Ministry of Science & Technology (MOST) , National Natural Science Foundation of China (NSFC), Jiangsu Province Department of Technology and Science (JDST), etc
 - ❑ Social Science: The National Social Science Fund of China (NSSFC), Jiangsu Planning Office of Philosophy and Social Science, Ministry of Education, etc
 - ❑ Other sources: Jiangsu Department of Education, etc
- ❑ Non-government Grant and Contract/Agreement:
 - ❑ Sponsored Research Agreement: A contract between Duke Kunshan and a non-government sponsor to fund and conduct research at and by Duke Kunshan.
 - ❑ Sub-award agreement (subcontract)/Collaborative research agreement: A contract between Duke Kunshan and a subcontractor to conduct research assigned by Duke Kunshan as part of research project sponsored by another entity (a.k.a. prime sponsor).
 - ❑ Research service agreement: A contract between Duke Kunshan and an individual person or an outsourcing entity to conduct tasks assigned by Duke Kunshan as part of a research program sponsored by another organization
 - ❑ Letter of intent to research collaboration: A binding document between organizations that are cooperating in the conduct of applying for a research project
- ❑ Overseas NGOs
 - ❑ Request Permit for Temporary Actions via Office of International Affairs
 - ❑ Please contact Robin Wei Wang
- ❑ Special Funds from Kunshan Government

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When Using non-research funds (start-up, discretionary, etc.) to sign research service agreements, Pls submit to ORS for review and approval.

Direct Cost

- The costs directly related and allocable to the process of research and development on a sponsored project, including equipment costs, material costs, testing, laboratory and processing costs, fuel and power costs, travel costs, conference costs, international cooperation and exchange costs, publishing/ bibliography/information transmission/intellectual property right transaction costs, personnel costs, expert consulting costs and other costs.
- **Equipment costs 设备费**
 - Research related equipment, computing servers, software. **do not exceed budget**
 - Documents: **Description of Procurement from Research Funds [1]**
 - **⚠ IT equipment: Laptop, iPad, iMac, iPhone**
 - DKU Fixed Assets
- **Labor Costs 劳务费**
 - Personnel Labor costs 劳务费
 - DKU staffs, faculties, interns and other part-time personnel (Contract Needed!)
 - Other costs related with labor: Research Service Agreement [3]
 - Expert consulting costs 专家咨询费
 - Payment to Associate Professor and above only
 - Honorarium form is not allowed, please sign service agreement [3]

Direct Cost

- Research Operational Costs 业务费

- Travel costs 差旅费
- International collaboration and exchange costs 国际合作交流费用
- Conference costs 会议费
 - Consistent expense reimbursement request with proposal and supporting documents
 - DKU Business and Travel Expense Reimbursement Procedure[2]
 - Hospitality not allowed using Research Funds
- Material and Supplies costs 材料费
 - Research related materials, data collection
- Testing, analysis and processing costs 测试化验加工费
 - Service Agreement
 - ⚠ Collect final report and Statement of final accounts from outside entities
- Fuel and power costs 燃料助力费
- Publication/communications/IP transaction Transmission/intellectual property right transaction costs 出版/文献/信息传播/知识产权事务费
- Publication fee/Patent fee

Domestic and Int'l travel standards: CHN gov funds - CHN gov rates; other funds – sponsor rates / DKU rates

Tax and Indirect Costs

- Tax: only grants directly from Chinese gov agencies do not need to pay VAT
 - 6% for funds from Mainland China and overseas sponsors
- Indirect Costs
 - The costs of facilities and administration generated by research activities and paid for by the University that can't be directly allocated to a specific sponsored project. The term 'facilities' includes equipment and space, water, electricity, gas, heating, cleaning, maintenance and other operational costs provided by DKU for research projects, as well as various operational administrative fees, and the cost of performance improvement.
- Indirect cost rate = $(25\% / 30\%) * (\text{total direct costs} - \text{equipment costs})$ [5]

Sub-Awards/Sub-Contracts to Collaborators





- Projects sponsored by Chinese governments, NSFC, MOST, JDST, etc.
 - ▣ Collaborating institutions once proposed in proposals **CAN NOT** be **changed, added or deleted** during project period
 - ▣ Sub-award amount are proposed in project plans budgets. Once project plans are approved, sub-award amounts **CANNOT** be **changed, increased or decreased** during project period
- Projects sponsored by non-government agencies, companies, overseas agencies, KS special funds
 - ▣ PI should request approval from the sponsors to allow either changing/adding/deleting collaborating institutions or changing/increasing/decreasing sub-award amount and usage to collaborating institutions.
- **All sub-awardees/collaborating institutions are required to submit the final technical reports and the project close-out financial reports to DKU**

Labor Costs

- Projects sponsored by Chinese governments, NSFC, MOST, JDST, etc.
 - Faculty **CANNOT** put their salary or fringe benefits in the budget for projects in this category

- Projects sponsored by non-government agencies, companies, overseas agencies, KS special funds
 - Faculty can put their salary or fringe benefits in the budget

Post-Award

- Expenses and Reimbursement  [2]
 - Meals
 - 20% for breakfast, 35% for lunch and 45% for dinner
 - Hospitality/Social Expenses, Gift and Internal Team Activities 
 - Invoice consistent with reimbursement, reimbursement consistent with budget, budget consistent with final account
 - Individual Services
 - Honorariums to speakers, stipends to lecturers and consulting fees to researchers, etc. amount < RMB 1,000
 - Sign service agreement [3] and go through the procurement process. Amount >= RMB 1,000
 - Travel Standard
 - Government Standards - Government Fund
 - School Regulations - Non-Government Fund [2]
 - Government Laws—for Government Fund
 - Please refer to PI Manual Appendix A-Travel Standards and Per Diem Rates [6]
 - Accommodation and Transportation based on destination and job title

昆山杜克大学 DUKE KUNSHAN UNIVERSITY		Travel and Hospitality Standards 差旅和交际应酬费用标准			
Item 项目	Location 发生地	Staff at the director level or above, and Faculty (including visiting faculty) 教授 (包括访问教授)、高级(含)主任及以上人员	Other Employees 其他雇员	Interns 实习生	Notes 注释
Airfare 机票	Domestic 国内	Economy 经济舱			For international airfare (国际机票): 1. DUK Funds - Staff at the director level or above and Faculty with a role equivalent to director level or above may travel Business class once per year if the flying duration exceeds 8 hours for business related to corresponding units/programs. For Business class air travel to Duke or the other destinations with similar distance, the round-trip airfare needs to be within USD 600. 国际机票: 昆山杜克大学承担费用, 总航程及以上规定的员工和具有相当于总航程及以上规定的职位的教职员工每年有一次飞行时长超过8小时的商务舱飞行可以报销。如赴中国商务舱去杜克大学或距离相近的其他目的地, 往返机票总额不得超过600美元。 21. Non-DUK Funds - Faculty and staff may travel business class if the sponsor has confirmed business class as an allowable expense. 非由昆山杜克大学承担费用, 在赞助方同意的情况下, 员工和教师可以选择商务舱出行。 22. Exceptional cases approved by the Chancellor or the RVC. 特殊或非常规情况须经校长或RVC批准。
	Flying duration is less than 4 hours 飞行时长小于4小时	Economy 经济舱			
	Flying duration is 4 to 8 hours 飞行时长4-8小时	Economy/Economy Comfort/Economy Plus 经济舱/舒适经济舱/豪华经济舱			
Business Travel 商务差旅	Int'l 国际	- Economy/Economy Comfort/Economy Plus 经济舱/舒适经济舱/豪华经济舱 - Business class according to I or II or III if applicable. 如有适用按I或II或III, 可商务舱	- Economy/Economy Comfort/Business Plus 经济舱/舒适经济舱/豪华经济舱 - Business class according to I or II or III if applicable. 如有适用按I或II或III, 可商务舱	N/A 不适用	21. Non-DUK Funds - Faculty and staff may travel business class if the sponsor has confirmed business class as an allowable expense. 非由昆山杜克大学承担费用, 在赞助方同意的情况下, 员工和教师可以选择商务舱出行。 22. Exceptional cases approved by the Chancellor or the RVC. 特殊或非常规情况须经校长或RVC批准。
	Flying duration is 8 hours or up 飞行时长8小时或以上				
Accommodation (per night) 住宿	Train 火车	Up to first class 最高一等舱		Second class 二等舱	Second class 二等舱
	Wainland China 中国大陆	- Up to RMB1,200 for Beijing, Shanghai, Shenzhen 北京、上海和深圳不超过1,200元/晚 - Up to RMB1,000 for other cities 其他城市不超过1,000元/晚	- Up to RMB1,100 for Beijing, Shanghai, Shenzhen 北京、上海和深圳不超过1,100元/晚 - Up to RMB750 for other cities 其他城市不超过750元/晚	- Up to 预订价 for Beijing, Shanghai, Shenzhen 北京、上海和深圳不超过550元/晚 - Up to RMB500 for other cities 其他城市不超过500元/晚 - Show room if possible 如有条件请提供房型	
Meals (per day) 用餐	Outside of Wainland China 中国大陆以外国家或地区	Up to USD200 不超过200美元/晚		N/A 不适用	The standard for meals(per day) is the sum of breakfast, lunch and dinner. Sometimes, not the full amount of daily rate is reimbursable. Please refer to DUK Reimbursement Procedure for details. 每日用餐标准是早餐、午餐、晚餐合计, 在特殊情况下, 每天标准不能全部报销, 详情请参见昆山杜克大学的报销细则。 The amounts include alcoholic beverages and all other beverages. 人均报销标准中包含酒精饮料及其他饮料。 Alcoholic beverages are not covered at events which include students. 学生参与的活动中的酒精饮料不在此列。
	Wainland China 中国大陆	Up to RMB500 不超过人民币500元/天		N/A 不适用	
DUK Hosted Business Meal 交际应酬用餐	Outside of Wainland China 中国大陆以外国家或地区	Up to USD200 不超过200美元/天		N/A 不适用	- Up to RMB200 per person for Beijing, Shanghai and Shenzhen 北京、上海和深圳人均标准为不超过人民币200元。 - Up to RMB100 per person for other cities 中国其他城市人均标准不超过人民币100元。 - Up to USD200 per person outside of China 中国地区以外国家或地区人均标准为不超过200美元。 - Up to RMB100 per person for meals with students. For field study, if offering meals to students is necessary, up to RMB200 per person may also. 与学生聚餐的人均标准为不超过人民币100元, 非校外活动中, 如有必要向学生提供餐食, 人均标准可放宽至人民币200元/天。
	Wainland China 中国大陆	Up to RMB200 per person 不超过人民币200元/人		N/A 不适用	
Business Gift 商务礼品		Up to RMB500 per person 不超过人民币500元/人		N/A 不适用	Any gift over RMB500 requires pre-approval by supervisor who is at the director level or above. 金额超过人民币500元的商务礼品须经直接上级及以上级别的主任审批。

Post-Award

❑ Unallowable costs [14][15]

- ❑ Advertising for general promotion of the University, including printed materials, promotional items, memorabilia, gifts, and souvenirs
- ❑ Advertising for recruitment purposes that includes color or is excessive in size
- ❑ Alcoholic beverages
- ❑ Snacks, beverages and fruits that are not part of the 3 meals per day
- ❑ Alumni or fundraising activities
- ❑ Antiques
- ❑ Bad debt write-offs
- ❑ Charitable Contributions
- ❑ Commencement expenses
- ❑ Decorative objects for private offices
- ❑ Entertainment
- ❑ Fine/original art
- ❑ Fines and penalties
- ❑ First-class/business-class air travel differentials
- ❑ Flowers
- ❑ Gifts, prizes, and awards
- ❑ Goods or services for personal use
- ❑ Lobbying
- ❑ Memberships in airline travel clubs
- ❑ Memberships in civic, social, community organizations or country clubs
- ❑ Faculty and exempt staff salary in excess of base rates paid by the institution.
- ❑ Selling or marketing products or services of the University.
- ❑ Social events

Post-Award

- Invoice/Fapiao

- Fapiao

- Request from the PI

- Please fill in the Fapiao Request form [12] with the following information:

- 单位名称、纳税人识别号/统一社会信用代码，税务登记地址，公司/机构电话，开户银行（税务登记），账号（税务登记），增值税普通发票/增值税专用发票

- Invoice

- Request from the PI

- Please provide the amount for the invoice and fill in the Invoice Request form [13]

Post-Award

- ▣ Procurement
 - ▣ Equipment procurement
 - ▣ Fill in the form of Description of Procurement Subjects from Research Funds [1]
 - ▣ Indicate Use Period, Location, Amount for this procurement, the Nature/Feature of Purchases, Aim, Vendor Description
- ▣ Subcontract
 - ▣ Service Agreement [3]
- ▣ Re-budget
 - ▣ If over-budgeting happened or request from PI, re-budgeting needed.
 - ▣ Fill in the Re-budgeting form [7]
 - ▣ Approval from the PI and send it to ORSTT.

Reference

- [1] Description of Procurement from Research Funds 科研采购说明表
- [2] 20201214100918OFB01 [2020] Business and Travel Expense Reimbursement Procedure
- [3] DKU Service Agreement 技术服务协议模板
- [4] Duke Kunshan University Regulatory Policies on Sponsored Research Funds Management-20171205
- [5] Manual for PIs -2021-latest
- [6] PI Manual Appendix A-Travel Standard and Per Diem Rates
- [7] Request for Re-budgeting of Funds
- [8] DKU Form - Fund Code Transfer
- [9] Contract amendment
- [10] Award set up form & Closed-out form
- [11] funds allocation & fund code
- [12] DKU Form - Fapiao Request Form & Fapiao Information Form
- [13] Invoice Request Notice
- [14] **List of Unallowable Costs for Research Fund Use**
- [15] **Guidelines to Duke Kunshan University Regulatory Policy on Sponsored Research Funds Management**

Thank you