

Kinesiology Research-Related Costs Policy

There are many costs associated with conducting research in Kinesiology. Some of the costs are easily understood as directly related to carrying out a project (e.g., research subject payments), but some other costs are more difficult to classify (e.g., toner cartridges for a lab printer). It can be confusing to figure out which type of account should be used to pay for which items. This policy specifies which costs are covered by the Division of Kinesiology and which costs are charged to federal grants or your research incentive fund.

The following list is meant to be a guide to the appropriate source for charging your research expenses. Please use reason when applying the guidelines. For example, normal mailing costs are paid by Kinesiology. However, if your research project requires a mass mailing or sending numerous packages, then those mailing costs should be charged to your research grant or research incentive fund.

Costs that are covered by the Division:

- Black toner cartridges
- Laserjet cartridges
- Plain white paper
- Binders
- Pens/pencils/markers
- Binder clips, post-its, scotch tape
- Scissors/staplers
- Postage
- Telephone calls
- Mail packages
- Tissues

The items that the Division provides for your research activities are stocked in our storage closets. Due to limited space availability, however, we will only be able to store certain items. If you know that you are going to need specific items that are not regularly stocked (e.g., a specific type of binder), you will need to notify a staff member to place an order.

Costs that are charged to your grant or research incentive fund:

- Color toner cartridges
- DVDs/diskettes
- Lab supplies
- Publication costs
- Specialty paper

Costs that are not covered by Kinesiology and cannot be charged to a federal grant:

- Membership dues
- Subscriptions
- Journals

These items should be covered by personal funds or in a limited amount to your research incentive funds.

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