

EXHIBIT A

RELATED INFORMATION FOR APPROVING AND SPENDING INTERNALLY DESIGNATED FACULTY RESEARCH ACCOUNTS

- I. Procurement of durable assets, supplies, and other goods and services
<https://www.american.edu/policies/finance-business/upload/procurement-and-contracts-policies-procedures-guidelines-web-version.pdf>
- II. Accounts Payable Procedures
https://myau.american.edu/finances/Controller/Documents/Accounts_Payable_Procedures.pdf
- III. Policy on Overhead Recovery and Revenue Distribution
<https://www.american.edu/policies/research/overhead-recovery-and-revenue-distribution-policy.cfm>
- IV. Use of faculty support funds for research personnel
 - a) Faculty must submit a request in writing to the teaching unit head or the unit dean (or in the case of University Centers to the VPR) describing the research activity and the need for hiring research personnel.
 - b) Internally designated faculty research funds used for salaries and wages are considered taxable compensation to the recipient.
- V. Contacts:
Questions regarding this Policy and/or Procedures may be referred to:

Office of the Provost
Provost@american.edu
(202) 885-2127

or

Office of the Chief Financial Officer, Vice President and Treasurer
vpfin@american.edu(202) 885-2700