

Policy on Surplus Funding from FEAS Conferences / Workshops

Faculty of Engineering and Applied Science

The Faculty of Engineering and Applied Science encourages and supports professors and researchers to host conferences, workshops, and symposia at Memorial University. These bring recognition to the institution and build collaborations, nationally and internationally. Principle investigators are encouraged to use Memorial's Conference Services to assist in the preparation and organization of these events. See the link at <https://www.mun.ca/conferences/>.

After completion, the event may have surplus funds remaining with no requirement to return these unspent monies to the organizations and/or agencies which supported the events. All vendors, speakers, and other related conference expenses must be paid in full before accounts are closed. As per University policy, all surplus funds remaining in conference/workshop accounts are transferred to the Faculty's FRET account upon closure of the event accounts.

If there are surplus funds from such events, the Conference Chair (or the organizer at Memorial who holds responsibility for the event), may submit a request to the Dean to obtain a portion of these surplus funds for their research program. Consideration will be given to the nature and extent of Faculty resources that were used to administer the event in which the surplus funds were derived. Faculty resources include, but are not limited to, management and administration of the event, communications, procurement of materials and supplies, arrangements for a conference venue and hotel, setting up conference / workshop accounts, reconciliation of finances, accounts payable, etc.

In the case of the Conference Chair using Memorial's Conference Services to assist with the conference / workshop event, the Conference Chair can apply for up to 80% of the surplus funds for their research program. The remaining 20% is retained by the Faculty to cover its support services.

In the case of the Conference Chair using the Faculty's services but not Memorial's Conference Services to assist with the conference / workshop event, the Conference Chair can apply for up to 50% of surplus funds for their research program. Normally the balance of 50% is retained by the Faculty for its above services.

In each case, the Conference Chair must provide budgetary details for the use of surplus funds for a research program that is associated with the general theme of the event. The transfer of surplus funds from a FRET account to a research fund, and expenditures above \$5,000 from a FRET account, are subject to approval by the Provost and Vice-President (Academic). If no application is made for the use of surplus funds within one month of the conference / workshop, then the Faculty retains the full surplus funds.

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