

Guide for SIUE Faculty to Determine when a Project Must be Put into Kualu Research

The Office of Research and Projects (ORP) is often asked which projects must be put into Kualu Research and which projects may be put into Kualu Research.

When the Project Must be Put into Kualu Research

You must put the project into Kualu Research if any University resources will be used. Such resources include the use of University facilities (such as labs, classrooms, and meeting spaces) and University assets (such as Wi-Fi or internet access, instrumentation, software, and computers).

Note that, subject to [Policy 1Q9 Conflicts of Interest and Commitment](#), facilities and other assets may be used with the University's prior permission if the third party external or private entity agrees to provide suitable compensation to the University. Please contact the administrative office of the unit responsible for the applicable resource to obtain the established usage rate of the facility and/or equipment.

When the Project May be Put into Kualu Research

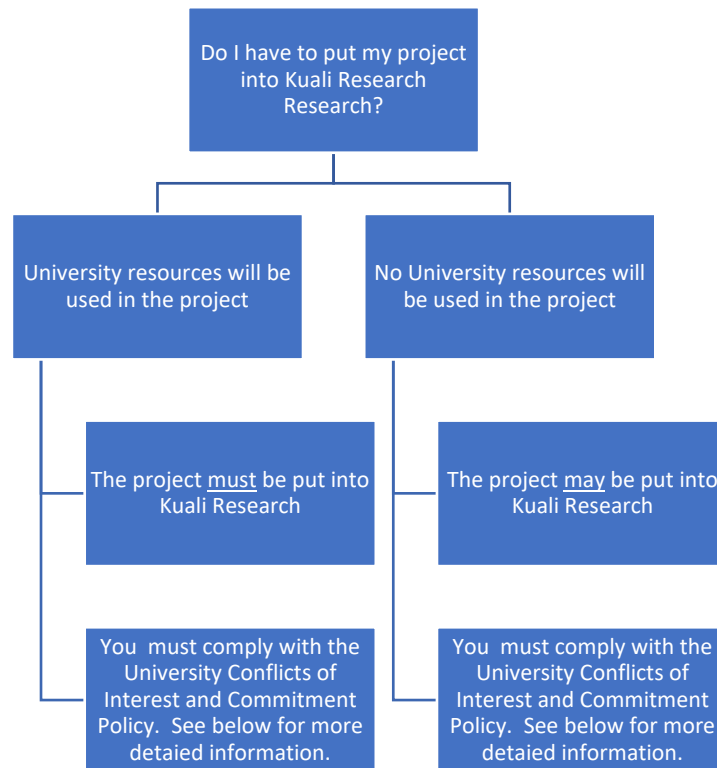
If **NO** University resources will be used with respect to the project, you may handle the project personally outside SIUE or you may put the project into Kualu Research. See above for examples of University resources.

These types of situations include without limitation:

1. a contract or agreement between a faculty member and a third party external or private entity, to provide a service or product, including a consulting agreement,
2. an honorarium (generally under \$500), and
3. funds to faculty or students.

When deciding whether to handle the project personally outside SIUE, you may want to consider the following benefits of using Kualu Research, which means that SIUE will be the contracting entity (rather than you):

- **protection against personal liability,**
- **protection against non-payment,**
- **in some cases, salary may be counted in your retirement calculation,**
- **receipt of internal credit for the activity, and**
- **avoidance of personal tax liability.**



Conflicts of Interest and Commitment Policy

Whether or not the project is put into Kualu Research, for each new project you are involved in, you must comply with the [Conflicts of Interest and Commitment Policy - 1Q9](#), including, without limitation, notifying the University of potential conflicts of interest (whether or not financial in nature) and conflicts of commitment by submitting the appropriate disclosure in Kualu Research at <https://siue.kuali.co/coi/>.