

## GUIDANCE FOR INDIVIDUAL RESEARVE FUND ACCOUNTS

- Individual Reserve Fund (IRF) accounts are normally set up for individuals to use to further RESEARCH, TEACHING & LEARNING. An Individual Reserve Fund (IRF) account is only allocated to an individual who has generated income from Research, Teaching, CPD, Consultancy or Commercialisation.
- If the individual elects to not have the incentive paid to them directly through payroll it will be credited to an IRF account. Once the decision to credit the IRF account has been made it cannot be changed.
- The IRF Account is governed by the University's Financial Regulations –  
<http://www.brunel.ac.uk/about/administration/council-ordinances/co10>.
- Specific attention is drawn to Section 21.7 in the Financial Regulations document:

### **21.7. Additional Payments to Staff**

*The University has an Enhanced Incentive Scheme policy which delivers a package of schemes to incentivise income generation in support of research. Any proposal that involves additional payments to members of staff should be supported by a schedule of names and values and must be approved by the Dean of College or Director of Institute, and in the case of a Dean of College or Director of Institute, the Deputy Vice-Chancellor for Research, and in the case of any of the Deputy Vice-Chancellors, the Vice-Chancellor.*

- The regulations include the Travel, Subsistence and Entertaining Policy –  
[Financial regulations | Brunel University London](#)
- If a staff member leaves Brunel they may not transfer these funds to another Institution. Any funds remaining will be credited to the staff member's host department.
- Where an academic move to an Honorary/Emeritus role and plans to continue their research at Brunel, access to surplus balance IRF funds may be permitted (subject to HoD Approval). If access to University systems for a non-employee is problematic, then sign off should be via the HoD against monies held in the account
- Any Academic that leaves within the year will not be entitled to Incentives for that academic year.
- On recognition of resignation any expenditure incurred against the incentive account must be approved by the Head of Department.
- The title of all goods purchased wholly or partially using funds from IRF Accounts remains with Brunel University even if the staff member leaves.
- Funds cannot be spent prior to them being credited to the IRF Account. No IRF Account should go into deficit, however if this occurs it will be charged to the individual's department/theme.
- A staff member can only have one IRF Account.
- Balances held in IRF Accounts may be rolled over into successive financial years. Any planned spend activity up to £25k should be discussed with HOD, so this can be considered as part of the annual budget planning process. Any planned spend beyond £25k of IRF balance, will be asked to make a business plan for the fund and this should be presented for approval to the Deputy Vice-Chancellor - Research. Subject to approval, the expenditure will be permitted in line with said business plan.
- All spend must be approved via the normal financial approval process. An individual cannot sign off spend from their own IRF Account.