Policy of Research Funds – (Fondo semilla)

1. **What are the Research Funds?**

Research Funds are an amount of money negotiated new professors are hired which aim is to help research. These accounts belong to the funds of Instituto de Empresa.

Some issues to take in account:

- Research Funds are part of the Vice-provost of research’s scope
- Research Funds must be spent the current academic year the professor has started working at IE. In exceptional occasions, the deadline could be extended until the following academic year.

2. **Concepts to know: how to use The Research Funds?**

- You can spend this money attending to congresses (and the rest of expenses they imply) in which you present a paper, once your own department has denied his request.
- With this money you can have your own student assistant (with a grant) or other kind of personnel who helps you on research always having consulted previously the Vice rector of Research.
- For Computer complements always having consulted the Systems department (Informática) before, as they must supervise it, and, of course, having consulted before the Research Department.
- For any other purchase not mentioned before, please contact the Vice rector of Research.

3. **How much money do I have?**

- The first person who will inform you about the amount you have will be Adriana Angel. 
- Everything will be negotiated only with the Vice chancellor of Research’s Secretary. The professor interested on spend part of this money must communicate what he is going to purchase to the Secretary of the Vice rector of Research and he/she will do his best to help you (we will never reimburse money already paid by the professors).
- This secretary will be in charge of making the invoices correctly, so, if by any chance you are asking invoices for yourself, please, ask her the right information. In case the invoice is not correct, there is a risk of not being paid. The secretary is Susana Sanchez (Susana.sanchezh@ie.edu)
- Professor should always have (and keep) a copy of all invoices. You can ask for these copies when the Secretary arranges everything.

If you have any doubt, please don’t hesitate to contact Patricia Gabaldon (patricia.gabaldon@ie.edu)