



MEMORANDUM

TO: Deans, RII Center & Institute Directors

FROM: Elizabeth "Betsy" Cantwell, MBA, PhD
Senior Vice President for Research & Innovation

CC: Sangita Pawar Judge, VP RII Operations
John O'Neil, VP Research Development
Elliott Cheu, VP University Research Institutes

DATE: February 22, 2023

RE: RII Financial Commitments to Divisions, Colleges, and Centers

This memo serves as a reminder for the Office of Research, Innovation, and Impact (RII) process for annual control of investment funds. RII commitments will not roll over year to year and unspent balances will be swept back to RII at the end of April each year, after encumbrances and commitments have been taken into consideration. We will **NOT** reduce total allocations unless forced to by overall reductions in our budget base. We will instead add an extra year onto the commitment period during which unspent balances from previous years will be allocated. If your commitment has been granted an extension before, a waiver will need to be submitted to justify additional extension requests.

This process is applied to accounts under sub-fund **IDC-Development (IDCDEV)** with the below exception:

- 1) RII Research Development Grant Program (Internal awards) such as faculty seed grants

TRIF funds are also excluded from this process, however, please work with TRIF initiatives leads on TRIF requests such as no-cost extensions, new funding requests, etc.

Below is the link to the waiver form on Smartsheet to fill out no later than **March 31** for this fiscal year.
<https://app.smartsheet.com/b/form/d8e4d91008864d76a0b69d02373157d3>

Our office will be sweeping unspent balances after **April 30** from accounts with no waiver submitted. Waivers will be reviewed and if approved, we will leave funds in the account and there must be a guarantee that the waived amounts will be spent by **June 30, 2023**.

If you have additional questions about this process, please contact **RII-funding@arizona.edu**.