

**Guidelines for ECOR Award Spending**

Can an awardee use ECOR funds for:	Yes	No	Award stipulations
Pre-award spending		X	Posting of expenses to this fund may only commence on the start date of the award.
Equipment (with ISF Program grants)		X	Equipment, capital and non-capital, may not be purchased with ISF award funds. This includes the purchase of computing devices and peripherals, i.e. laptops, computers, printers, etc.
Equipment (with other ECOR grants i.e. Martin, Scholars, Goodman)	X		Equipment, capital and non-capital, may be purchased with award funds.
Phones		X	These funds cannot be used to cover the purchase of and monthly service charges for cellular phones.
Food, parking, and travel expenses		X	ECOR funds may <u>not</u> be used to cover food, parking and travel expenses. Exceptions require prior written approval from ECOR.
Consultants	X		The funds are to be used for research performed at MGH. The purchase of consulting services requires prior written approval from ECOR.
Salary over the NIH cap		X	With exception of the MGH Research Scholars award, ECOR funds may <u>not</u> be used to support salary over the NIH Salary Cap.
Covering IDC (with ISF Program grants)		X	ISF funds may <u>not</u> be used to cover the 15% IDC floor minimum on another grant.
Covering IDC (with other ECOR grants, i.e. Martin, Scholars, Goodman)	X		Award funds may be used to cover 15% IDC floor minimum.
Covering a budget deficit		X	ECOR funds may <u>not</u> be used to clear a deficit incurred on another grant. Exceptions require prior written approval from ECOR.
Covering a spot bonus		X	ECOR fund may <u>not</u> be used to cover a "spot bonus". Exceptions require prior written approval from ECOR.
Closing out an ECOR award			
Scenario	Action		
ECOR award has expired	If an ECOR award has expired and an ECOR no-cost extension (NCE) form has not been submitted, ECOR in collaboration with Partners Research Management, has the right to close the account and any surplus balance will be returned.		
Awardee receives NIH funding or alternate funds for the same work covered by ISF award	PIs or department administrators <b>must notify</b> ECOR ( <a href="mailto:ecor@mg.harvard.edu">ecor@mg.harvard.edu</a> ) and work with our office to return the balance of the ISF award.		
Awardee is leaving MGH	The recipient must notify ECOR before leaving MGH and funds will be prorated based on the date of departure. If an additional transition period is necessary, you must apply to ECOR for an exception.		