

**Department of English
Faculty Professional Development Funds
AY2007-2008**

For 2007-2008, the Department has been able to set aside additional monies for faculty research and professional development. Every member of the faculty will continue to receive an allocation of \$1,000 for travel to conferences, and this year faculty members who do not have standing or other research funds will be able to draw up to another \$1,000 from departmental funds to cover special research and professional development costs. These separate allocations will be combined into one fund for each faculty member.

Policies

The following table summarizes costs that may be covered with these funds as well as any conditions associated with each category of purchase. That information is followed by a list of expenditures that may *not* be charged to this fund.

Covered Costs	Conditions of Purchase with University Funds
<p>The Funds and All Covered Costs</p>	<p><u>Access to the Funds</u> Prior to requesting access to these funds, a faculty member must file a one-paragraph research plan with the Chair.</p> <p><u>Business Purpose</u> All purchases with University Funds must have a purpose clearly related to the business of the University, and that purpose must be explained in the request for each purchase. To use these research funds in particular, faculty members will need to describe how the purchase they are requesting will move their research forward.</p> <p><u>Accounting for the Funds</u> All faculty members are required to keep a detailed and accurate record of spending from their own research funds, and each is personally responsible for overspending his/her fund. An accounting worksheet is included in this packet for those who want help tracking their spending.</p> <p><u>Renewal and/or Use of Funds in 2008-2009</u> At this time, we cannot say if we will be able to renew these research funds next year. Unlike travel funds that do not carry forward, however,</p>

	<p>any portion of the new \$1,000 that remains unspent at the end of this fiscal year (June 30, 2008) may be carried forward and spent in 2008-2009.</p>
<p>Travel to Conferences, Libraries, Archives, Field Sites</p> <p>Because this summary cannot cover every travel situation you will encounter, you should review the University's Travel Policies at http://busops.osu.edu/travelforms/TravelPolicyFINALRevJan07.pdf and talk to Cheryl or Lynne if you have any questions. When in doubt, choose the most conservative, least expensive option.</p> <p>Transportation</p> <p>Registration</p>	<p><u>Travel Authorization (Approval)</u> Having funds available for travel through departmental allocation or internal or external grants or awards <i>does not equal</i> having authorization or approval to travel. The traveler must obtain pre-approval for each trip through a separate process in order to be eligible for payment of any costs from University funds.</p> <p><u>Conference Papers</u> A faculty member who chooses to use his/her allocation to go to more than one conference must have a paper accepted for presentation at at least one of them.</p> <p><u>Reimbursement Limits</u> Reimbursement amounts for transportation are based on the best available rate for the most economical mode of transportation. In other words, the maximum reimbursable amount for any trip is equal to the best available rate in coach class for the most reasonably-scheduled flight(s) offered between Columbus and the destination city. Driving is an option if the destination city is not reasonably accessible by plane; a faculty member who chooses to drive to a city that is reasonably accessible by plane will be reimbursed either the total cost of flying or the total cost of driving, whichever is lower.</p> <p>Reimbursement for a rental car is based on the rate for economy class, and for a personal car, on the federal mileage rate, which is currently \$.485/mile. A traveler who rents a car must use the University's Motor Pool, National Car Rental, or Avis, or provide a written explanation for not doing do. In addition, the University's corporate discount number must be provided at the time a reservation is made with National or Avis to access the pricing discounts and insurance package available to OSU.</p> <p>Registration will be reimbursed at the</p>

<p>Lodging</p> <p>Per Diem</p> <p>Cost-Sharing</p>	<p>conference rate, minus the costs of optional meals, excursions, souvenirs, etc.</p> <p>Reimbursable amounts are calculated from 1) the conference rate for single occupancy or 2) the federal rate for single occupancy in the destination city or \$200/night, whichever is lower.</p> <p>Costs for meals and incidentals are generally not reimbursable.</p> <p>If a faculty member obtains funds for travel from the College or another unit on the condition that the Department match the award, the matching funds will be charged to that individual's research fund.</p> <p><u>Travel Incentives</u> A traveler making reservations for travel on University funds must decline any travel incentives offered. If incentive points nevertheless are credited to the traveler's personal account, s/he is required to apply them only to other travel on university business, to keep a log of how they were used, and to make the log available in an audit of the transaction.</p>
<p>Equipment and Related Items</p> <p>Computer Hardware and Software</p>	<p><u>University Property</u> Anything purchased wholly or partly with University funds belongs wholly to the University. For example, on occasion, a faculty member with research funds decides to purchase an item that costs more than the research funds s/he has available and to make up the difference from personal funds; in such cases the item belongs wholly to the University and must be accounted for and returned as required by University policy.</p> <p><u>Pre-Approvals</u> Requests for hardware and software must be pre-approved by the Technology Committee, HIS, and the Chair. The Equipment Request Form provides information about and space for these approvals.</p> <p><u>Laptops</u></p>

	<p>Up to \$1,000—in other words, the new research funds but not the continuing travel funds—may be used to purchase a laptop as a second computer as long as the faculty member is also prepared to use his/her research or personal funds to cover all later costs related to that computer.</p> <p><u>Computer Upgrades</u> Computer upgrades are available only at the point in the Department’s four-year rotation when a faculty member is scheduled to receive a new computer. Then departmental research funds may be used to cover the difference between the standard, which is a PC desktop, and an upgrade to a PC laptop, a MAC desktop, or a MAC laptop.</p> <p>Purchase of computer peripherals, such as an external hard drive or a scanner, need not be tied to the replacement rotation.</p> <p>With the approval of the Chair, faculty members may purchase individual laser printers as long as they are also prepared to use their research or personal funds to cover all later costs—replacement toner cartridges, maintenance, etc.—related to that printer.</p> <p>With the approval of the Chair, faculty members whose research requires special equipment, such as a microfilm reader or a digital recorder and/or voice transcription software, may purchase that equipment as long as they are also prepared to use their research or personal funds to cover all later costs related to that equipment.</p>
<p>Laser Printers</p> <p>Research-Specific Equipment</p>	<p><u>Photocopying, Copies of Microfilms or Microfiche, Research Materials in Other Formats</u> The process for purchasing such materials will depend upon a number of factors, including cost, vendor, payment types accepted by the vendor, and lead time. To start the process, collect this information, complete the Research Materials Request Form, and consult with Cheryl or</p>

	<p>Lynne about processing options.</p> <p><u>Copies in Excess of Departmental Limit</u> All faculty members will continue to have an allocation of 4,000 copied or printed pages on departmental machines. That allocation stands outside the research fund. Copies in excess of the allocation, however, will be charged to the research fund at a rate of \$.05/page.</p>
Books	<p>Up to \$300 may be spent for books, although purchase of special, more expensive texts may be negotiated with the Chair.</p> <p>Faculty members should purchase books directly and then submit itemized, paid receipts for reimbursement. Receipts should be collected and submitted when the amounts total \$100 or more.</p> <p>Books purchased with University funds belong to the University.</p>
Publishing Costs	<p>Permission fees may be paid from these research funds. Consult with Cheryl or Lynne about the process.</p> <p>If a faculty member obtains funds from the College or another unit to cover permission fees on the condition that the Department match the award, the matching funds will be charged to that individual's research fund.</p>
Services	<p>On occasion, a faculty member may need to engage a business or an individual to provide a service related to a research project—for example, paying someone to create an index for a book. This type of expenditure <i>must</i> be handled through the University from start to finish to avoid two of the most serious problems that can arise in purchasing:</p> <p>1) Only delegated buyers have authority to bind the University in a contractual agreement. An individual who signs a contract with the expectation that the costs will be paid by the University makes himself/herself liable for those costs. The University is <i>not</i> bound to pay unless</p>

	<p>the purchase is approved by University officers with designated buying authority.</p> <p>2) No one may be reimbursed for payment to a third party for services rendered. If University funds are to be used for such purchases, the University must pay the individual or business <i>directly</i> in order to ensure that taxable income is reported properly.</p> <p>A faculty member who anticipates purchasing <i>any</i> service should consult with Cheryl or Lynne about the process before engaging the services and/or promising pay for those services.</p>
Business Cards	<p>The cost of having business cards printed may be charged to these research funds. University Printing Services charges around \$30/500 cards and accepts orders on-line. See Lynne to place an order.</p>

Costs Not Covered

- Subscriptions to journals available in the University Libraries
- Digital cameras
- Food or per diem expenses
- Microwaves or office refrigerators
- Individualized letterhead
- Office supplies such as pens, pencils, paper clips, staples, post-it notes, etc.