Guidelines for Endowed Chair Research Budgets (2/21/2020)

Guiding Principles for Endowed Chairs: Research expenses may include
- airfare, meals, parking, car rental, etc. for travel related to research
- professional association memberships
- conference fees
- transcription fees
- fees payable to institutions for research purposes
- research supplies and equipment (IT approval is required for technology purchases)
- subscriptions
- subvention fees
- offprint fees
- other costs that relate directly to research and dissemination and publication of research
- student research assistants
- on-campus housing for summer student research assistants (maximum 4 weeks)
- research collaboration with faculty and/or student co-authors

Expenses not listed above require prior authorization of the Dean of the Faculty. All expenditures over $500 require the approval of a member of the Dean of the Faculty. Endowed chair budgets may not be used for entertainment, meals or other similar local expenses not directly related to research. Endowed chair budgets may not be used for student entertainment, including meals, unless the students are working directly on research. (Departmental, FYS, and Paideia funds can be used, when available and previously approved, for non-research related student entertainment costs.) Endowed chairs are expected to teach the load consistent with their appointment letter. Endowed chairs who receive a course release are not eligible for overload compensation.

Please map your expenses to the following object codes:

- Faculty Development (Object Code 54245): supplies, consumables, materials, and books needed for faculty research and performance, individual subscriptions/memberships for faculty (excluding conference registration fees), cost of surveys and data acquisition used in research or creative works;
- Faculty Domestic Travel (Object Code 55180): faculty travel for teaching, research, and faculty development. Note: All travel expenses should follow the SOUTHWESTERN UNIVERSITY TRAVEL POLICY (found on the Business Office webpage);
- Conference Registration Fees (Object Code 55185): registration fees for faculty to attend external conferences and conventions (excluding travel expenses);

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1 Note: Endowed chair funds should only be used for meal/entertainment costs when these events are directly associated with University-related business. In such cases, the expenses covered should be limited to outside collaborators and Southwestern University students officially working with the faculty member on a project (but not family members, spouses, or partners, etc.).
Foreign Travel & Expenses (to Entities Outside the US) (Object Code 55190): Foreign expenses including travel, books, translation services, and other services;

Equipment (Object Code 58110): capital purchases;

Programming and Student Engagement (Object Code 54530): honoraria and travel to support speakers, performers, and artists, and food and beverages for hosting internal events that support the mission of the department/program, support of student organizations tied to the department or program mission, student memberships in professional organizations, registration fees for students to attend conferences. NOTE: Please consult with the Office of the Dean of the Faculty for appropriate honorarium amounts;

Student Domestic Travel (Object Code 55115): student travel to conferences in support of related research. Note: All travel expenses should follow the SOUTHWESTERN UNIVERSITY TRAVEL POLICY (found on the Business Office webpage);

Informational Technology (Object Code 58405): computer hardware, software, peripherals, and multimedia equipment (Requires ITS approval before purchase; see last page for an overview of this policy);

Student Workers (Object Codes 51830 for academic year & 51835 for summer): Funds to hire student workers (to assist with research).

Student Housing (Object Code 54658): Funds cover on-campus summer housing for student research assistants (maximum of 4 weeks, current 2020 rate is $25 per day).

Object-codes and Groupings
(Remark: Normally, most research budgets would be allocated primarily within the first grouping below)

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
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<td>51830 &amp; 51835</td>
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<tr>
<td>54658</td>
<td>Student On-campus Housing (Summer Research Assistants)</td>
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Advance approval from the Dean of the Faculty is required to move funds from one color grouping to another. Advance approval is not required to move funds between object code categories sharing the same color grouping. For ALL transfer requests, the department/program chair should send a completed Budget Adjustment Form (found on the Business Office webpage) to Barbara Jean (jeanb@southwestern.edu). (This form records the transfer amount, debit account object code, credit account object code, purpose of transfer, and approval, if applicable.)
FROM INFORMATION TECHNOLOGY SERVICES:

The current business office purchasing policy states, "The purchase of computers and computer-related hardware and software require the advance approval of Information Technology Services."

Periodically, a question arises as to whether this policy includes minimal cost items, and if not, what that price threshold would be. The Information Technology Department provides the following overview of the rationale behind the policy, and why it makes sense to consult IT first on even the smallest of items:

1. IT partners with many vendors who provide significant discounts to education and government entities. We are also members of many purchasing consortia as well. We typically can find the cheapest pricing on technology items and often get free expedited shipping.
2. One common mistake for purchase reimbursements requests is that sales tax has been paid. Southwestern's tax-exempt status allows many thousands of dollars to be saved each year, and we do the legwork for you to ensure taxes aren't charged.
3. We tend to keep inventory of many common small items (e.g., cables, dongles, etc.) that we may be able to provide to you instantly and can just charge your department account.
4. Often, IT can consult on the best item to get for your needs ensuring interoperability. Many times, there are known issues with certain products that we are aware of, and can save you a lot of frustration in the long run.
5. Due to the volume and relationships with some of our vendors, processing returns for items can be quite simple for us compared to difficult processes at other stores which can sometimes include restocking fees.

Ultimately, IT's goal is to be a partner to ensure everyone has the technology tools they need for success in their endeavors. It is our hope that because of the above-mentioned items that consulting with us leads to meeting everyone's needs and explains why the policy exists. With that in mind we are certainly mindful that circumstances sometimes mandate haste in decisions that our processes can impede. We strive to keep those instances to a minimum, and will work with employees and the business offices as cases arrive requiring exceptions.