

When a faculty member in a College department receives an internal IU award from the College Arts and Humanities Institute or the Office of the Vice President for Research (Faculty Research Supplement Program, New Frontiers, Grant-in-Aid, etc.), the departmental fiscal officer should review the budget carefully and take heed of the following:

1. When asked for an account number, create a sub-account on the faculty member's existing research (22-xxx-xx) account. CAHI and OVPR intend to track the use of these award funds.
2. If there is funding for **COURSE BUYOUT** – please process a Maintain Funding e-doc to put the *faculty member's* salary on the award account (22-xxx-xx, sub-account xxxx as you named it) for the period of the buyout. **You will need to factor in fringe benefits in order to calculate how much salary to enter on the e-doc.** The formula for this is: award amount ÷ 1.fringe-rate. With these types of awards you will use the total academic fringe rate because these are not on a grant account. For example, if the course buyout is \$10,000, the amount of salary to put on the Maintain Funding e-doc for FY2012 would be \$10,000 ÷ 1.42, or \$7,042 of the faculty member's salary for the period in question.

When you enter the e-doc, you'll need to do the entry as dollar amounts rather than percent. The July 1 position base funding account (most often this will be your departmental 10-account) should cover residual, if there should be any. Any backfill requests related to course buyouts should be submitted to Scott Feickert and reflected in ELVIRA. Remember to do another Maintain Funding e-doc when the award is over to put the faculty member back on their normal funding – this e-doc can be done as soon as the first is cleared, and so might be easier than trying to remember later.

3. If there is **GRADUATE STUDENT** funding for a student academic appointed position other than instruction (meaning a research assistant or a non-instructional graduate assistant), the stipend rate should be set at your normal departmental rate according to ELVIRA. If the student academic appointment is for more than 37.5% FTE, Academic Handbook rules apply and you will need to budget for health insurance from the internal award. If the appointment is 50% FTE, a fee remission is required and the resident portion of fees must be paid from the award. The College provides the non-resident portion of the fee remission for SAAs on CAHI or OVPR internal award appointments. Reference the College guideline document for estimating health insurance and fee remission rates in future years: <http://www.indiana.edu/~college/faculty/budget/policies/grantproposals.pdf>
4. If the award is for a **CONFERENCE or GUEST SPEAKER**, please follow guidelines posted on the CATS page <http://www.indiana.edu/~cats/Conferences.shtml>
As of January 2010, all units on the Bloomington Campus are required to use IU Conferences for collecting registration fees for conferences/workshops and other events.
<http://www.indiana.edu/~cats/formsAndDocs/IUConferences.pdf>
Please be particularly careful about faculty members who may try to include a hospitality line item in a CAHI or OVPR award budget. Because the funding source for CAHI and some OVPR awards is internal, normal university hospitality rules apply. *It is not like a C&G account where approval from the external granting agency means that hospitality can be paid on the grant.* According to university policy, conferences and workshops are typically prohibited from offering hospitality unless a registration fee is charged, and hospitality for an individual guest speaker will be limited to the speaker's meal only. Please refer to university hospitality policy and gain all necessary approvals through the Bloomington campus hospitality request form:
<http://www.indiana.edu/~cats/AllowableHospitality.shtml>
If you will be setting up contracts for speakers or non-campus facilities, you should also go through IU Conferences and/or Purchasing. Remind faculty that individuals cannot sign contracts on behalf of the university.
5. Finally, make sure all expenses for the award are charged to the appropriate sub-account and review before year-end closing.