

# HUCK-AD-P001: Huck Buck Policy and Guidelines



**PennState**  
Huck Institutes of  
the Life Sciences



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## 1.0 Overview

The Huck Institutes of the Life Science's goal is to support collaborative interdisciplinary research across multiple Colleges and Departments. The Huck Institutes are very proud that we have more than 100 faculty members, 260+ graduate students and over 50 staff members promoting and supporting the inter-disciplinary in multiple colleges and departments across the University undertaking excellent and often interdisciplinary research.

## 2.0 Purpose

The purpose of this policy is to standardize the allocation and use of the Huck Bucks (an allocation of financial support by Huck Institute for the use in Huck managed instrumentation facilities) The policy covers the process for requesting, approval, usage and scope of the funds.

## 3.0 Scope

This policy applies to those co-funded faculty whose job's offer letter includes a statement of offer for purchase service credits towards charges for services rendered by Huck's core instrumentation facilities at University Park campus. This policy augments the following Penn State University policies as well as additional applicable policies:

- <https://policy.psu.edu/policies/fn27>

## 4.0 Policy

### 4.1 Philosophy

Huck Institutes of the Life Sciences seeks to attract new investigators by offering financial support to offset research facility costs, promote the use of state-of-the-art instrumentation technology to benefit faculty research at Penn State.

## 4.2 Request for Funding Support

Huck Institute does not provide direct financial support for start-up funding. Instead, Huck can offer “Huck Bucks” to faculty candidates that are considering joining Penn State. To begin, the home Department or College must submit a request for the commitment via the commitment request form; <https://home.huck.psu.edu/forms/commitment-request>. Once submitted, the commitment is reviewed by the Director of the Institute. On approval, the Director will authorize the future credit specifying any term and condition if different from the standard Huck Buck language.

## 4.3 Notification to the Faculty Member

If “Huck Bucks” are part of a start-up package, then the formal offer letter must contain the language below along with a signature from the Huck Director.

"The Huck Institutes of the Life Sciences is providing \$30,000 to be spent over three years in Huck Shared Technology Facilities (<https://www.huck.psu.edu/core-facilities>). \$10,000 per year will be awarded. Any unused funds at the end of each fiscal year will be returned to Huck. If an appointment begins between January and June, the first installment of \$10,000 will be awarded on July 1st of the following fiscal year. We request that any data published as a result of these funds acknowledge the Huck Institutes of the Life Sciences."

If “Huck Bucks” are being offered as a stand-alone award, separate from an employment offer letter, then the Director of Huck will sign a letter outlining the terms and conditions and use of the funds.

The letter must contain the following language:

"The Huck Institutes of the Life Sciences is providing \$30,000 to be spent over three years in Huck Shared Technology Facilities (<https://www.huck.psu.edu/core-facilities>). \$10,000 per year will be awarded. Any unused funds at the end of each fiscal year will be returned to Huck. If an appointment begins between January and June, the first installment of \$10,000 will be awarded on July 1st of the following year. We request that any data published as a result of these funds acknowledge the Huck Institutes of the Life Sciences."

NOTE: Prior to the implementation of iLab, the previous Huck Bucks language is reflected below.

"Huck Institutes of the Life Sciences, the largest interdisciplinary research institute is providing \$XX for a period of three years. These funds are referred to as “Huck Bucks”. The term of the commitment will begin on the first day of the appointment and it will end 3 years from the initial appointment date. Funds can be used in any Huck managed instrumentation facility located on University Park campus or otherwise specified facility. Any unused funds at the end of each term will be returned to the Institute.

Finally, we request that any data published as a result of these funds must acknowledge the Huck Institutes of the Life Sciences."

## 4.4 Use of Funds

Funds can only be used in the following instrumentation facilities on University Park Campus:

- Automated Calorimetry Facility
- Cryo-Electron Microscopy Facility
- CSL Behring Fermentation Facility
- Flow Cytometry Facility
- Genomics Core Facility
- High-Field Magnetic Resonance Imaging (MRI) facility
- Metabolomics Facility
- Microscopy Facility
- Proteomics and Mass Spectrometry Core Facility
- Transgenic Mouse Facility
- X-Ray Crystallography Facility

## 4.5 Allowable expenses

- Instrumentation User Fees
- Supplies charges associated with the use of the facility
- Labor fees of Facility Staff or Director and for consultative services

NOTE: All charges must be associated with an approved user rate for the facility

## 4.6 Non-Allowable expenses

- Lab supplies not associated with the instrumentation facility use
- Salary and wages of graduate students, post-docs, or students
- Summer Supplemental pay for faculty or students
- Fringe Benefits

- Travel and Meals
- Computer equipment and technology unrelated to the instrumentation facility
- Publication fees
- Charges occurred by other Faculty or Investigators

#### **4.7 Term**

Huck Bucks have a limited term with an expiration date, which is typically 3 years from the initial start date. Unused funds at the end of each year may not be carried forward to the next year. At the end of the term, the remaining funds will expire and revert back to the Huck Institutes. Any charges that occur during the term will be applied accordingly. Funds cannot be transferred to or used by another faculty member unless otherwise specified in the offer letter.

#### **4.8 Reporting**

Huck will provide the PI with a balance and a listing of activity if the account is active. If there is no activity on the account, the PI will not receive a statement unless specifically requested.

#### **4.9 Recording credits for published data**

Any data published as a result of these funds must acknowledge the Huck Institutes of the Life Sciences. Failure to recognize Huck, could result in the forfeiture of remaining Huck Bucks.

### **5.0 Exceptions**

Huck Bucks are managed directly through iLab. Exceptions can only be granted if there is an unforeseen equipment malfunction for several consecutive weeks or months that causes a delay in the testing services.

### **6.0 Enforcement**

Any faculty, staff or student found to have violated this policy may be subject to disciplinary action by their Administrative unit, the College, or the University. This may include the complete forfeiture of Huck Bucks and any other provided Huck support.

Visit the Huck Institutes of the Life Sciences on the web at <http://www.huck.psu.edu>.

*This publication is available in alternative media on request.*

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