

HUCK-AD-P002: Financial Support to Centers, Institutes and Special Projects Policy and Guidelines



PennState
Huck Institutes of
the Life Sciences



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1.0 Overview

The purpose of this document is not to impose restrictions that are contrary to the Pennsylvania State University's established culture of openness, trust and integrity. The Huck Institutes of the Life Sciences is committed to protecting our employees, partners and the University from illegal or damaging actions by individuals, either knowingly or unknowingly.

2.0 Purpose

The Huck Institutes of the Life Science's goal is to support collaborative interdisciplinary research across multiple Colleges and Departments. The Huck Institutes of the Life Sciences are very proud to provide financial support to new and established Institutes and Centers across the University undertaking excellence in interdisciplinary research.

3.0 Scope

This policy applies to all Institutes and Centers that receive financial support from the Huck Institutes of the Life Sciences.

This policy augments the following Penn State University policies as well as additional applicable policies:

- [FNG05 – Expenditure Guidelines for Costs not Allowable Under OMB Circular A-21](#)
- [FN10 – Other Business Expenses and Activities](#)
- [AD26 – Sale and Service of Food](#)
- [Penn State Travel Policy](#)
- [BS14- Purchasing Card](#)

4.0 Policy

Funds can be requested to support interdisciplinary research in ways that reflect the mission of the Huck Institutes. These can include, but are limited to, seminar series, workshops and hosting invited speakers from outside the Penn State community. The Huck does not provide direct financial support to cover administrative support such as wages or salaries of staff, postdocs, graduate students, and technicians. Funding should be requested annually via the center/institute budget request template at the same time that you submit your annual report. Any off-cycle funding requests can be made via an email to Emily Martell, Managing Director, Huck Institutes of the Life Sciences.

4.1 Use of Funds

Funds can only be used in the following ways:

- Seminars
- Workshops
- Catering
- Accommodation
- Travel for invited speakers
- Honorariums

4.2 Non-allowable expenses

- Travel to conference or workshops outside the Penn State University
- Expenses incurred while traveling
- Lab supplies and field work
- Equipment
- Salaries and wages for staff, postdocs, graduate students, and undergraduate students
- Gifts, alcohol, and any other expenditure not allowable under restricted funds

4.3 Term

The funds are supplied within the timeline agreed upon by the Huck Director and the requesting faculty member. Funds cannot be transferred to faculty, Centers, or Institutes without prior approval from Huck. In the event the Center or Institute closes, any unused funds must be returned to the Huck Institutes. In the case of multi-year requests, the Director will require a simple report outlining the prior year usage, goals of the Center or Institute and how the funds will be used to meet those goals in the coming year. The Director may require additional information prior to next year funds are released.

4.4 Reporting

Huck will either hold the funds internally by establishing a separate cost center titled appropriately, or the funds may be transferred to another unit if requested. If funds are not held at the Huck Institutes, a cost center will be set up for the purpose of tracking the expenditure incurred by the Center or Institute and the Director of the Center or Institute will receive a monthly accounting statement. For funds held at other units, the Huck finance group will require view only access to the cost center. In the eventuality that this is not feasible, the Huck require a monthly report or upon request on financial transactions pertinent to the cost center.

The Huck Institutes requires a yearly activity report on how the funds are being used to meet the goals and objectives. This is a non-financial report in addition to the financial report above. Appendix A references the format for the annual report. This report is also required to guarantee continued funding where the Huck has agreed to multi-year funding of an Institute or Center.

4.5 Recording credits for published data

In the event that any publication results from the use of these funds, the author must acknowledge the Huck Institutes of the Life Sciences.

5.0 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 funds.

6.0 Appendix A

See next page.

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.

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status and retaliation due to the reporting of discrimination or harassment. Discrimination, harassment, or retaliation against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Tel 814-863-0471/TTY.

Huck Report of Center/Institute Activity

(*max* 3 pages)

Name of Center/Institute:

URL:

Director (*responsible for this report*):

Center/Institute Mission Statement:

Articulate the aspirational values/strategic long-term goals

Past FY

1) What were the goals of the Center/Institute for the last year?

2) How did the Center/Institute promote interdisciplinarity?

3) How did the Center/Institute elevate the research success of its members?

Give some examples. Invited speakers? Workshops?

4) What impact did the Center/Institute have?

Give some wins/achievements. e.g. papers, policy impact, grants (including training grants), media coverage etc that emerged from Center/Institute activities/membership

5) How did you spend your funds?

6) Who else provided financial or logistical support for the Center/Institute?

e.g. other institutes, colleges, departments, industry

7) Does your website accurately reflect your aims, activities and particularly your personal/membership?

If not, how can Huck help address that?

Upcoming Year

8) Goals

These may or may not be different from the previous 12 months

9) How do you propose to achieve those goals?

In particular, explain how Huck funds will be used to achieve those goals and further your overall mission

10) Is anyone else providing your Center/Institute with financial or logistical support?

11) What do you like, wonder, wish for? Anything holding your center back?