

HUCK--AD-P007: Huck Institutes Named Faculty Chair Policy and Guidelines



Date	Version	Name	Description
09 Oct 2018	1.0	Huck Exec	Adopted by Huck Exec
26 Oct 2016	1.1	Kim Ripka	Moved to intranet

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1.0 Overview

The purpose of this document is to outline the usage of Huck Chair funds that are provided from the **Endowment for the Dorothy Foehr Huck and J. Lloyd Huck Institutes of the Life Sciences**. This account is an endowment account and is to be used at the discretion of the named Chair holder for improving their research according to the policy outlined below. However, this account is not to be used as an unrestricted account.

2.0 Purpose

The Huck Institutes of the Life Science's goal is to facilitate excellence and support collaborative interdisciplinary research across multiple Colleges and Departments. The Huck Institutes of the Life Sciences are very proud to provide financial support to support faculty excellence in interdisciplinary research. Official titles for Huck Chairs are outlined below:

- **Dorothy Foehr Huck and J. Lloyd Huck Early Career Chair in** (*specified scientific area of research or program*) – To be awarded to Assistant Professor level faculty members, generally for a three- or five-year period (as negotiated between the Huck Director and the college/department).
- **Dorothy Foehr Huck and J. Lloyd Huck Chair in** (*specified scientific area of research or program*) – To be awarded to Associate and Full Professor level faculty members, generally for a five-year period
- **Dorothy Foehr Huck and J. Lloyd Huck Distinguished Chair in** (*specified scientific area of research or program*) – To be awarded to full Professors with outstanding achievements level faculty members, generally for a five-year period

The Huck Chair funds are provided with a 50/50 match with College and/or Department funds. All Chair requests will be reviewed and approved by the Huck Executive Board. If needed, further clarifying information may be solicited by the Huck Director and/or Executive Board. Upon approval, the Huck Director will authorize the creation of an internal order within the Huck Endowment account for spending based upon the terms and conditions outlined below.

3.0 Scope

This policy applies to all faculty that received named Huck Chair funds from the Huck Institutes of the Life Sciences.

The Huck Chair funds are to be spent in compliance with 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 used by the named faculty member to support his/her interdisciplinary research portfolio in ways that reflect the mission of the Huck Institutes. These can include, but are limited to, faculty supplemental support and support of the faculty member's research program as outlined further below. The Huck does not provide direct financial support to cover administrative support such as wages or salaries of staff.

4.1 Use of Funds

Funds can only be used in the following ways:

- Faculty salary supplemental funds when this has a real benefit to their research program, including the associated fringe benefits costs, which cannot exceed the total amount provided per award year. All supplemental pay must be approved by the chair holder's supervisor/academic department.
- Postdoctoral and/or research staff support, including the associated fringe benefits costs, which cannot exceed the total amount provided per award year (submitted through the faculty member's home department and signed/approved by the Huck Institutes)
- Graduate Student support, including the associated fringe benefits and/or tuition costs, which cannot exceed the total amount provided per award year (submitted through the faculty member's home department and signed/approved by the Huck Institutes)
- Research lab expenditures – supplies, materials, equipment
- Faculty travel expenditures to conferences and workshops in accordance with University Travel Policy
- Meeting expenses (NOTE: Alcohol is prohibited from being charged to these funds)
- Expenses for invited speakers including travel expenses and honorariums

4.2 Non-allowable expenses

- Gifts, prizes, alcohol, and any other expenditure not allowable under restricted and endowment funds.
- The Huck Chair funds cannot be transferred from the Huck Endowment account to other accounts or to other faculty members.
- The Huck Chair funds cannot be used as "matching" funds on sponsored awards, grants or contracts.
- Local group meals for lab meetings, recruitment events, or group meals while attending conferences

4.3 Access to Funds

Faculty may be provided access to view their Huck Chair account balance through *myFunds Portal 2.0*.

4.5 Term of Funds

The funds are supplied within the timeline agreed upon by the Huck Director for either a three- or five-year period with a designated amount provided each year. **In accordance with University stewardship guidelines, funds are to be spent within each year that the award is provided (unless prior approval is requested in writing by the Huck Director)**. Unspent funds from one fiscal year will be carried forward to the next; however, unspent funds remaining in the final year of the term will revert back to the Huck Institutes. The Director may require additional information prior to next year funds are released, particularly if funds are not being spent in a timely fashion.

4.4 Renewal Process for Chair Funds

Within six months of the expiration date of the Huck Chair appointment, holders can submit a written request to the Huck Director that briefly outlines accomplishments during the prior period, and how their research program would benefit from renewal.

4.5 Recording credits for published data

In the event that any publication results from the use of these Huck Chair 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.

[JHM1] This refers to salaries? Should salary be included in the wording?

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

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