

# HUCK-AD-P007.1: Huck Institutes Endowment Award Policy and Guidelines



**PennState**  
Huck Institutes of  
the Life Sciences



## On this page:

- [1.0 Overview](#)
- [2.0 Purpose](#)
- [3.0 Scope](#)
- [4.0 Policy](#)
- [4.1 Use of Funds](#)
- [4.2 Non-allowable expenses](#)
- [4.3 Access to Funds](#)
- [4.4 Term of Funds](#)
- [4.5 Renewal Process for Huck Awards](#)
- [4.6 Recording credits for published data](#)
- [5.0 Enforcement Glossary](#)

## 1.0 Overview

The purpose of this document is to outline the usage of Huck Awards that are provided from the **Endowment for the Dorothy Foehr Huck and J. Lloyd Huck Institutes of the Life Sciences** account. This account is an endowment account and is to be used at the discretion of the named Award 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.

## 3.0 Scope

This policy applies to all faculty that receive Award Funding from the Huck Institutes of the Life Sciences Endowments.

The Award 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 not limited to, faculty supplemental support and support of the faculty member's research program as outlined in the Proposal.

## 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 (submitted through the faculty member's home department and signed/approved by the Huck Institutes)
- 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 Award funds cannot be transferred from the Huck Endowment account to other accounts or to other faculty members.
- The Huck Award 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 Award account balance through *myFunds Portal 2.0*.

## 4.4 Term of Funds

The funds are supplied within the timeline agreed upon by the Huck Director 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, or at least spent down to a balance of 25% of the amount 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 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.

## 4.5 Renewal Process for Huck Awards

Within 1 month of the expiration date of the Huck Award, 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.

## 4.6 Recording credits for published data

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

## 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.

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.*