

Tomberg Research Funds: Guidelines for 2007-08

1. Each tenure-track faculty member who does not have Brandeis laboratory startup/research funds will have access to \$1,500 in research and travel funds for 2007-2008. Research funds will be available for each year of a tenure-track appointment as assistant professor (or instructor). Faculty who are on leave are eligible.
2. Activities supported by this fund include: research travel, travel to conferences, computers/software, Widener cards, books, course development materials, research assistants. Other categories of expense should be approved in advance. Original receipts must be submitted for reimbursement. These should be submitted to the Director of Budget and Planning, Office of the Dean of Arts and Sciences, MS 138, for signature. Payments to outside vendors go on a "Payment Request" form, with original receipts and a W-9 form from the vendor. All reimbursements to yourself (for travel or other miscellaneous purchases) belong on an "Expense Report" (which has two pages – please use both), with original receipts attached.
3. Computers: We recommend that laptops be purchased through Brandeis LTS, which will make recommendations for purchase and configure the machines with Brandeis software. The computers will be Brandeis University property reserved for your exclusive use.
4. Outside Consultants: Please be sure to use the proper form for paying consultants. Please do NOT pay consultants directly yourself and then try to get reimbursed – Brandeis must track the amounts paid to consultants for IRS reporting. A W-9 form is required from consultants before payment can be made.
5. Funds must be expended during the fiscal year ending June 30, 2008 and may not be carried forward. Reimbursements for capital equipment should be submitted before May 1, 2008.
6. Annual Report for Stewardship purposes: We ask that each tenure-track faculty member write a brief statement explaining the use of the funds and the benefit to his or her career. This statement should be addressed to the Dean of Arts and Sciences, MS 120, and should be received by July 15, 2008.
7. Faculty may not apply for additional travel funds but may apply for Norman grants and other Brandeis funding opportunities.