

## Lehigh Sloan Research Grant Reimbursement Guidelines

Research grants of \$6,000 each are intended to help untenured tenure track faculty members sustain research productivity while caring for a newborn or adopted child, or other family member. Faculty will be able to use these grants in ways they determine to be most useful such as travel for research or conferences, computer equipment, research assistance, photocopies, microfilm, and other research materials, daycare or housekeeping.

Faculty may use the research grant during and/or after their FMLA leave either up to obtaining tenure or two years after receiving the grant, whichever is later, subject to the following limitations required by tax law and insurance requirements:

### **Daycare and housekeeping:**

Eligible expenses include child or adult care through a licensed day care provider and housekeeping services provided by a cleaning services company. Reimbursement for these expenses must be requested using the "Faculty Additional Compensation-Lehigh Sloan Foundation Support Form." This compensation is taxable and therefore must be processed by the Payroll Office. All Faculty Additional Compensation forms must be approved by the Department Chair, Dean and Provost Office before they can be processed by the Payroll Office. All receipts related to the reimbursement must be attached to the form.

### **Research Assistance:**

Use standard University procedures for hiring and compensating a research assistant/postdoctoral fellow. The grant does **NOT** include tuition credits.

### **Travel for research or conferences, photocopies/microfilm, and other research materials:**

All allowable business expenses, (please review the Travel and Business Expense Policy), may be expensed or reimbursed through the OneCard credit card or out of pocket system.

Because of insurance requirements, faculty may use the Lehigh Sloan Research grant for research or conference travel while on full-time FMLA leave. Faculty on intermittent FMLA leave may use the Lehigh Sloan Funds for travel only on days when they are scheduled to work (rather than caring for a family member). Faculty may use Lehigh Sloan Research Grant funds for travel after the end of the FMLA leave.

\*\*\*The Lehigh Sloan Research Grant cannot be used for summer salary\*\*\*

\*\*\*Funds cannot be transferred out of this index. All expenses related to the grant, must be expensed to the faculty members Sloan Research Grant up to \$6,000\*\*\*

\*\*\*The faculty member is responsible for ensuring the grant does not go into deficit\*\*\*

When the grant expires, the faculty member will be notified. The Provost Office will transfer all remaining grant funds back to the Provost Sloan Research Grant and close the index.