

Reimbursement Guidelines for Discretionary Accounts and Small Grants

Lehigh Sloan Research Grants for Faculty on FMLA

Initially funded in September 2006 by a generous grant from the Alfred P. Sloan Foundation, Lehigh Sloan research grants of \$6,000 are available to untenured tenure-track faculty members to 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 limitations (described below) required by tax law and insurance requirements.

Please note that due to insurance purposes, travel while on FMLA is prohibited.

Lehigh Sloan COVID 19 Grants

Lehigh Sloan COVID 19 allow faculty to apply for grants up to \$2,000 to help sustain research productivity while they are experiencing increased caregiver demands (for children, partners and parents). Faculty are able to use these grants in ways they determine to be most useful: computer equipment, research assistance, research materials, daycare, housekeeping, and prepared meals. While we would hope to meet as many requests as we receive, budgetary realities may mean that we cannot. Therefore, priority is given to faculty with higher needs (e.g. single parent, multiple caregiving responsibilities), those in their probationary period and those who have not yet received a COVID grant.

Please note Lehigh owns all computers, their accessories and furniture purchased through these grants. Please consult with LTS if you plan to purchase a computer.

Daycare, Housekeeping and Prepared Meals:

Expenses related to daycare, housekeeping and prepared meals are taxable. Reimbursement for these expenses require processing through the Payroll Office. Request reimbursement for the grant expenses using the “*Faculty Additional Compensation-Lehigh Sloan Foundation Support Form*” for faculty on a verified FMLA or the “*Lehigh Sloan COVID 19 Additional Compensation Form*” for the COVID related grants. Attach all receipts related to the reimbursement to the form.

Please ensure that you use the correct Additional Compensation Form so payroll can process the reimbursements correctly.

Please note that the Sloan grant does not support faculty summer support. In addition, faculty members are responsible for ensuring the grant does not go into deficit.

Reimbursement Process

Non-taxable items (those not including daycare, housekeeping and prepared meals) - may charge their expenses directly without any additional steps.

Reimbursement for daycare, housekeeping and prepared meals requires a Sloan Additional Compensation Form.

For Sloan Grants for FMLA - the proper form to complete is the *Faculty Additional Compensation – Sloan Foundation Support*. You can find the form on the Provost website under Work/Life Balance. Please attach all receipts and complete the form in its entirety. Your department chair and academic dean are required to sign the form. Once signed please send

the form to Robin Bodnar in the Provost Office for processing. Payroll will process the reimbursement in your next paycheck. Please note that failure to complete the form correctly will slow down your reimbursement.

For Sloan Grants related to COVID 19 – the proper form to complete is the *Lehigh Sloan Research Grant – COVID 19 Additional Compensation Form*. You can find the form on the Provost website under Work/Life Balance. Please attach all receipts and complete the form in its entirety. Your department chair and academic dean are required to sign the form. Once signed please send the form to Robin Bodnar in the Provost Office for processing. Payroll will process the reimbursement in your next paycheck. Please note that failure to complete the form correctly will slow down your reimbursement.