

DEPARTMENT OF PSYCHOLOGICAL & BRAIN SCIENCES – RESOURCE ALLOCATION

July 2013

RESOURCE	STAFF	FACULTY	GRAD STUDENTS	VISITORS (Researchers & Visitors)
<p>PHONE **Voice mail is not covered for faculty, visitors or grad students. If voice mail is requested, the user must reimburse the Department for the monthly cost with a check made out to UC Regents. If the check is not provided on a monthly basis, the voice mail will be disconnected the following month.</p>	<p>1) Department pays for one phone line per staff member; all personal toll calls must be reimbursed to department with cash or check made out to “UC Regents”.</p>	<p>1) Department pays for one phone line in a faculty office; all personal calls must be reimbursed. Faculty can have the same extension ring in office and lab if they prefer. 2) Phone bills with business calls totaling less than \$25 will not be distributed to faculty. Faculty are responsible for reporting and paying for personal calls; all calls over \$25 must be reimbursed by a personal check or the transfer of expense to a fund faculty member designates. 3) If \$25 phone allocation is not used in one month, it is NOT carried forward. 4) All research related calls must be charged to the appropriate grant or funding source.</p>	<p>1) No phones are provided in grad student offices; a long distance restricted phone line is provided in the first and second floor of building 429. (x3222)</p>	<p>1) No phones are provided for visitors unless host is willing to cover the monthly charge from another (non-federal award) funding source. 2) All personal toll calls must be reimbursed to department. 3) A visitor may cover all costs (line charge, toll and local charges) personally. A check must be made out to UC Regents on a monthly basis to cover costs. If the check is not received on a monthly basis, the phone will be disconnected.</p>
<p>FAX</p>	<p>1) Department covers the cost of business related faxes. 2) All personal faxes must be reimbursed.</p>	<p>1) Department covers the cost of business related faxes. 2) All personal faxes must be reimbursed.</p>	<p>1) Department covers the cost of business related faxes. 2) All personal faxes must be reimbursed.</p>	<p>1) Department covers the cost of business related faxes. 2) All personal faxes must be reimbursed.</p>

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COPIES	<ol style="list-style-type: none"> 1) Staff use departmental copy code to make department business related copies. 2) All personal copies must be reimbursed at .04 per copy. 	<ol style="list-style-type: none"> 1) Faculty are allocated 1,000 copies per year in the department for use towards research/instruction. Extra copies are NOT allocated for class copying. 2) All course materials copying (midterm, final, and syllabus) should be done at an outside copy service. 3) All personal copies must be reimbursed at .04 per copy.. 4) All copying charged to a grant must have copying charges as a line item in the approved budget and must be charged to an outside copy service, such as the Alternative, per the Auditors. 	<ol style="list-style-type: none"> 1) Grad Students are allocated 500 copies per year in the department for use towards research and instruction. Extra copies are NOT allocated for class copying. 2) All course materials copying (midterm, final, and syllabus) must be done at the Alternative. 3) All personal copies must be reimbursed at .04 per copy. 4) Grad Students may purchase additional copies at .04 per copy. 	<ol style="list-style-type: none"> 1) Visitors (with salary) are allocated 166 copies per quarter they are in residence (total of 500 per year) in the department for use towards research and/or instruction. Extra copies are NOT allocated for class copying 2) Without salary visitors may purchase copies at .04 cents per copy (Check made out to UC Regents). 3) All course materials copying (midterm, final, and syllabus) should be done at the Alternative. 4) Visitors may use their sponsor's copy code if given to them by host for use.
OFFICE SUPPLIES	<ol style="list-style-type: none"> 1) Office supplies are ordered from Central Stores or other vendors with approval of MSO. 	<ol style="list-style-type: none"> 1) Faculty are allocated \$75 per year for supplies; they will receive a project code to use through Gateway (online purchasing system) 2) Emeritus Faculty receive an allocation of \$50 if they request it (and it is approved by 	<ol style="list-style-type: none"> 1) Graduate Students receive \$30 per for supplies; they will receive a project code to use through Gateway (online purchasing system) 	<ol style="list-style-type: none"> 1) Visiting Instructors receive a \$30 allocation (maximum of \$30 per year) for supplies; they will receive a project code to use through Gateway (online purchasing system) 2) Assistant/Associate Researchers receive a

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		Chair) to buy supplies through Gateway.		\$50 allocation per year to purchase supplies (approval by Chair required). 3) Without salary visitors, and other researchers/visitors paid from research grants do not receive a supply allocation; supplies are purchased from the grant or funding source they are supported on per approval by PI.
POSTAGE (All outgoing mail must have Department of Psychological & Brain Sciences, UCSB, as the return address; Mail Services will not mail envelopes with no return address or a personal return address).	1) All business related outgoing mail is covered by the department. 2) NO personal mail is covered.	1) All business related outgoing mail is covered by the department. 2) NO personal mail is covered.	1) All business related outgoing mail is covered by the department. 2) NO personal mail is covered.	1) All business related outgoing mail is covered by the department. 2) NO personal mail is covered.
FEDX (and other shipping methods)	1) The use of FEDX preprinted forms with the department account number is approved by the department MSO/Financial Coordinator as appropriate and required for department business 2) NO personal FEDX is	1) The use of FEDX preprinted forms with the department account number is approved by the department MSO/Financial Coordinator as appropriate and required for department business 2) Sending proposals will be charged to the	1) The use of FEDX preprinted forms with the department account number is approved by the department MSO/Financial Coordinator as appropriate and required for department business 2) Sending proposals will be charged to the	1) The use of FEDX preprinted forms with the department account number is approved by the department MSO/Financial Coordinator as appropriate and required for department business 2) Sending proposals will be charged to the

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	allowed.	department (see research proposals) 3) Items not in first two categories will need to be charged to another funding source TBD by faculty member. 4) NO personal FEDX is allowed	department (see research proposals) 3) Items not in first two categories will need to be charged to another funding source TBD by faculty member. 4) NO personal FEDX is allowed	department (see research proposals) 3) Items not in first two categories will need to be charged to another funding source TBD by faculty member. 4) NO personal FEDX is allowed
MANUSCRIPTS		1) Department covers the cost of postage (U.S. Mail) to mail manuscripts to publishers.	1) Department covers cost of postage (U.S. Mail) to mail manuscripts to publishers.	1) Department covers cost of postage to mail (U.S. Mail) manuscripts to publishers.
LETTERS OF RECOMMENDATION		1) For undergraduate letters of recommendation service, see the undergraduate letters of recommendation manual for policy and procedures.	1) Graduate Student supplies faculty member with pre-addressed envelopes for letters of recommendation. 2) Department pays for postage for Graduate Student letters. 3) Faculty member may choose to give a copy of letter of recommendation to Graduate Affairs Staff for student's file.	1) Visiting Researcher or Instructor supplies faculty member with pre-addressed envelopes for letters of recommendation. 2) Department pays for postage for Visitor letters. 3) Faculty may choose to provide a copy of the letter of recommendation to the Academic Personnel Coordinator to put in Visitor's file.

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RESEARCH PROPOSALS		1) Department covers cost of mailing proposals to agency (usually FEDX).	1) Department covers cost of mailing proposals to agency (usually FEDX).	1) Department covers cost of mailing proposals to agency (usually FEDX).
<p>DEPARTMENTAL KEYS</p> <p><u>Undergraduate Key Policy:</u> Keys will be checked out to undergraduates for their advisor’s lab with approval of their advisor and the department MSO (Key Form must be completed and signed before key will be issued). No building keys to 551, 251, 411 or 429 will be checked out to undergraduates. If undergraduates need to work on research projects in labs after hours or on weekends, they must be accompanied by a graduate student or faculty member. No undergraduates should be in the buildings without supervision by a faculty member or graduate student.</p>	<p>1) MSO, Chair and Vice-Chair receive the three building masters and a key fob to access the buildings 251 & 551 as well as an access code for rooms 2201, 1523, 2839, 2822, 3834 & 3843.</p> <p>2) The technical staff receive master keys, (including one BIO staff person for access to server room) and a code for access to rooms 1523, 2839, 2822, 3834, & 3843.</p> <p>3) All staff receive a key fob to buildings 251 & 551 for access after hours or on weekends. Replacement fobs cost \$10</p> <p>4) Psychological & Brain Sciences staff receive an office key and a “common” key for access to kitchens, mailroom and 2800 & 3800 hallways in building 251.</p>	<p>1) Faculty receive a key to their office, their lab(s) and a “common” key which opens the kitchens and mailroom, copy room, and 2800 & 3800 hallways in building 251.</p> <p>2) Faculty receive one key fob to buildings 251 & 551 for access after hours or on weekends. Replacement fobs cost \$10</p> <p>3) Faculty receive a code for access to rooms 1523, 2822, 2839, 3834 & 3843 and their lab if a keyless entry system is installed.</p> <p>4) Keys are not to be loaned or given to anyone else for use.</p> <p>5) Lost keys are replaced at \$50 per key.</p> <p>6) Faculty in the N&B area are issued an Access Card (photo ID badge) in lieu of a key</p>	<p>1) Graduate Students receive a key to their office (if assigned), a key to their faculty advisor’s lab (per approval of faculty advisor) and a “common” key which opens the mailroom, the copy room, kitchens and 2800 & 3800 hallways in building 251.</p> <p>2) Graduate Students receive a code for access to rooms 1523, 2822, 2839, 3834 & 3843 as well as faculty advisor’s lab (if keyless entry system is installed).</p> <p>3) Keys are not to be loaned or given to anyone else for use.</p> <p>4) Lost keys are replaced at \$50 per key.</p> <p>5) New Graduate Students will be issued an Access Card (photo ID badge) in lieu of a key fob; please see our</p>	<p>1) Visitors receive a key to their office (if assigned, a key to their host’s lab and a “common” key which opens the mailroom, kitchens, copy room and 2800 & 3800 hallways in building 251.</p> <p>2) Visitors receive a code to access rooms 1523, 2822, 2839, 3834 & 3843 and their host’s lab (if keyless entry system is installed).</p> <p>3) Keys are not to be loaned or given to anyone else for use.</p> <p>4) Lost keys are replaced at \$50 per key.</p> <p>5) All research visitors (with salary and without) will be issued an Access Card (photo ID badge) in lieu of a key fob; please see our website for policies and procedures related to Access Cards. There is a \$25.00</p>

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	5) Keys are not to be loaned or given to anyone else for use. 6) Lost keys are replaced at \$50 per key.	fob; please see the policies and procedures related to badges for details. There is a \$25.00 charge at the UCen for an Access card; the department does not pay for Access Cards	website for policies and procedures related to Access Cards. There is a \$25.00 charge at the UCen for an Access card; the department does not pay for Access Cards	charge at the UCen for an Access card; the department does not pay for Access Cards
<p>SCANTRON FORMS Department maintains a small supply of scantron forms. Instructors can purchase extra scantron forms at .10 each to take to class from front desk person if they would like to supply students. Instructors are responsible for collecting the money for forms to reimburse themselves; the department will not give forms to instructors to be reimbursed later. The department will provide, at our cost, scantron forms needed to grade exams.</p>				