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1 HUMAN RESOURCES

1.1 USEFUL WEBSITES
KSAS Human Resources
JHU Human Resources
JHU International Services - 667-208-7001
JHU HR/Payroll Shared Services - 443-997-5828
JHU Tax Office
Student Employment

1.2 DEPARTMENT CONTACT
Jess Dawson
Human Resources Generalist
Telephone: 410-516-5828
Office 366G

1.3 BENEFITS INFORMATION
Website: https://benefits.jhu.edu/
Telephone: 410-516-2000
Email: benefits@jhu.edu

- Health, Dental, vision and Life insurance
- Short term and long term disability
- Parental Leave
- Wellness
- Retirement
- Tuition
- Life events

1.4 OFFICE OF INTERNATIONAL SERVICES
Website: https://ois.jhu.edu/
Telephone: 667-208-7001
Email: ois@jhu.edu

The Homewood office is open Monday, Tuesday, Thursday and Friday, 8:30 a.m. to 4:30 p.m. (closed 12:00 noon to 1:00 p.m. during summer) and Wednesday, 1:30 p.m. to 4:30 p.m. Harbor East and Peabody locations are open during walk-in advising times only.

1.5 EMPLOYEE SELF SERVICE (ESS)
Employee Self-Service (ESS) can be found by logging into your My JH page, under the HR tab
ESS is where you can find and update the following information:

- Address change
- Direct Deposit
- Federal and state withholding
- Pay Statements

1.6 JHU Employee Policy Manual
JHU Employee Policy Manual website: https://hrnt.jhu.edu/pol-man/

A JHU login will be required to view the policy manual

1.7 JHU Parking Office
Website: http://www.parking.jhu.edu
Telephone: 410.516.PARK (7275)
Email: parking@jhu.edu

The Parking office is located in the South Garage below Mason Hall

1.8 Faculty and Staff Assistance Program (FASAP)
Website: http://hopkinsworklife.org/employee_assistance/fasap/index.html

FASAP provides private and confidential services including: assessment and diagnosis, brief treatment, training, education and outreach, and referral and crisis intervention.

1.9 mySupport Program
mySupport offers several types of assistance at your fingertips, ranging from immediate care for critical situations to a helping hand with all the things you juggle in your life. This free benefit is confidential and available to you and your household family members 24/7 by calling 443-997-7000. mySupport offers emotional support, daily life assistance and legal and financial support.

1.10 JHU Recreation Center
Website: https://studentaffairs.jhu.edu/recreation/

Welcome Desk
Telephone: 410-516-4434

Equipment Room
Tel: 410-516-4453

Recreation Office
Tel: 410-516-5229
1.11 JHU Tax Office
Website: [http://finance.jhu.edu/depts/tax/about_tax.html](http://finance.jhu.edu/depts/tax/about_tax.html)
Telephone: 443-997-8688
Email: Tax@jhu.edu

The JHU Tax Office will assist with questions regarding:
- W-2s
- Tax Treaties
- Resident/Non-resident Aliens

Location:
4th Floor - North Building
3910 Keswick Road
Baltimore, MD 21211

1.12 Krieger School of Arts and Sciences Faculty Appointments

Appointments are required in KSAS for all faculty and research positions. An appointment is a contract of employment between the University and the appointee; it is therefore a legally binding document. The Academic Council governs the policies and procedures for making faculty and other academic/research appointments for KSAS. All appointments, regardless of title, must be made by the Dean. Procedures for tenured and tenure track faculty are described in detail under Appointment and Promotion Procedures on the Academic Council site.

Additional information can be found on the KASPER under Faculty Appointments.

Leave of Absence (LOA)

Tenure Track Faculty, Research Faculty, and Teaching Faculty: Policy

**Please note: Requests for a Leave of Absence must first have the approval of the Department Chair before submitting a request to the Dean.**

1.13 Krieger School of Arts and Sciences Boards, Committees, & Councils

The Krieger School of Arts and Sciences has several committees, councils, and groups that handle specific components of the University. They are:

- Academic Council
- Committee on the Status of Women
- Conflict Review Committee
1.14 **International Visiting Researchers**

The department is required to practice the following procedures to bring an international visiting researcher to campus. These collaborative visits are for a few days to a few weeks.

As long as the individual is not physically in an experimental lab, we can allow a B visa for visitors. However, the B visa will not permit
- an appointment
- an office assignment
- issuing keys
- issuing a JHED ID nor a J Card
- an expense reimbursement
- a salary or honorarium

If the visitor will be working or collaborating in an experimental lab, an appointment and J visa are required regardless of the length of the stay.

A J visa, depending on the country of origin, may take 6 weeks to 6 months to secure.

Interview visits, seminar/colloquia/conference attendance may be reimbursed for expenses.

1.15 **Space Telescope Science Institute (STScI) Non-Salaried Research Appointment and Renewals**

The following information is required to be gathered 90 days prior to the appointment date.

**New Researchers:**
- Current CV
- A summary (Notice of Intent - NOI) of their intended NSF/NASA proposal submissions through JHU/CAS for this coming year.
- A meeting with the CAS Director is not required for newbies.

**Researcher with an active grant:**
- Current CV
- Current and pending CAS grants
- Progress report on active grants (What is being studied? What have you found? Who is supported? How long will grant be active?)
- In the email requesting this information, the appointee should be reminded they should schedule a meeting with the CAS Director, Dr. Stephan McCandliss. He should be copied on all report submissions.

**Researcher without active grant:**
Physics and Astronomy Policy and Procedure Guide

- Current CV
- Current and pending CAS grants (If applicable)
- A summary (Notice of Intent - NOI) of their intended NSF/NASA proposal submissions through JHU/CAS for this coming year.
- In the email requesting this information, the appointee should be reminded they should schedule a meeting with the CAS Director, Dr. Stephan McCandliss. He should be copied on all report submissions.

1.6 High School Worker- This is Employee Specific- Need Other Instructions

As a high school worker, there are several items you will need to take care of in order to be paid from the University.

1. **Registration.** Please be sure to follow the instructions from Wanda Roberts to register for the Research Practicum. You should do this when you arrive on Monday.

2. **Confirmation of Campus Employment (CCE).** The form is attached and signed by Norma with a 06/18/2018 start date. Please visit the Student Employment website [www.jhu.edu/stujob](http://www.jhu.edu/stujob) and make an appointment to complete your I-9/EVerification before **Thursday, June 21st**. You will bring this form with you to your appointment. You will be given a green Confirmation of Valid I-9 form that must be returned to Norma in Bloomberg 366. Paychecks cannot be issued unless we have received this form.

3. For payroll purposes, a social security number (SSN) is required. Please contact Tom at 410-516-8429, or visit him in person, Bloomberg room 357. Please do not give this via email.

4. **Timesheets** – sample attached. When filling out your time sheets, please make sure to:
   a. **PRINT** your name. We have received several time sheets that are signed but there is no name at the top.
   b. The **workweek is one week** and always begins on a Monday and ends on a Sunday. The “pay period beginning date” will always be a Monday and “pay period ending date” will always be a Sunday. Please put in the correct dates that correspond to the dates you will indicate below.
   c. When entering dates, please put the month/date/year. For example, October 13, 2016 would be 10/13/16.
   d. Please put in the corresponding date next to the day of the week and the number of hours worked each day. Please put the total hours worked for the week under total hours.
   e. Please sign and date the form and have your supervisor sign and date the form.
   f. Please make sure to write in a legible manner.
   g. Please submit your completed time sheet to Elena Goffredi room 366 Bloomberg.

5. **Bloomberg Key Control Form.** Please print the form, sign and date it, and bring it Brian Shriver in Bloomberg 366. We ask for a $5 deposit for each key. The deposit will be refunded to you when you return the keys at your departure.

6. Once we have your SSN, Norma will create a JHED ID (JHU identification #) for you. She will send you instructions with your JHED about how to set up your password. Once you have a password, you will go to the Messaging link and you should see “Request Office 365” to request your email.

7. **Tax and direct deposit information.** Go to your myjhu page, log in with your JHED, find the HR tab and choose ESS (Employee Self Service). You will then log into the ESS site, choose payroll information, and enter your bank and tax status information. **Please note: you will not be able to do this until AFTER you are entered into the payroll system and have a JHED ID.**
2  Faculty

2.1 Meet Your Administrative Staff

Staff Grid

2.2 Required Training

The following courses are required of all Faculty. Each of the courses are taken on-line and do not require in-person attendance. Additional information for each can be found below under the individual headings.

https://my.jh.edu/

- Under Education, go to My Learning
  - Conflict of Interest and Commitment
  - eDisclose training for Faculty and Administrators (KSAS and WSE only)
  - Title IX and Harassment Prevention Training
  - ERS Effort Reporting System - Certifiers

2.3 Faculty Appointments

Appointments are required in KSAS for all faculty and research positions. An appointment is a contract of employment between the University and the appointee; it is therefore a legally binding document.

The Academic Council governs the policies and procedures for making faculty and other academic/research appointments for KSAS. All appointments, regardless of title, must be made by the Dean. Procedures for tenured and tenure track faculty are described in detail under Appointment and Promotion Procedures on the Academic Council site.

Your appointment requires you to adhere to all applicable University and Krieger School of Arts and Sciences policies and procedures. Your attention is particularly directed to the following:

- University Intellectual Property Policy
- JHU Policy on Conflict of Interest and Conflict of Commitment
  
  Required Training:
  https://my.jh.edu/
  - Under Education, go to My Learning
  - Conflict of Interest and Commitment
- WSE/KSAS Policy on Conflict of Commitment and Conflict of Interest
  
  Required Training:
  https://my.jh.edu/
  - Under Education, go to My Learning
  - eDisclose training for Faculty and Administrators (KSAS and WSE only)
- Johns Hopkins University Policies
• **Federal Research Policies**

2.4 **EFFORT REPORTING AND TRAINING**

The University's Effort Reporting System (ERS) provides the principal internal controls for certifying that the salaries and wages charged to or contributed to sponsored projects are reasonable and consistent with the portion of total professional activity committed to the projects.

Appropriately certified effort reports provide auditable documentation to demonstrate to the University's research funders that the sponsor did in fact receive the level of effort described and expected through the proposal process, the award process, and all post award communications with the sponsor.

Before a Principle Investigator submits their first proposal, they must have completed the institution’s effort training.

*Required Training:*
https://my.jh.edu/
- Under Education, go to My Learning
- ERS Effort Reporting System- Certifiers

2.5 **TITLE IX TRAINING**

This course engages employees and raises their awareness about Title IX, Campus SaVE, the Violence Against Women Act, and their role as responsible employees. In addition, this course provides important information on how to recognize, prevent, and respond to workplace harassment and discrimination based on "protected characteristics." The course also helps supervisors address inappropriate behavior before it creates a "hostile work environment" by giving supervisors the skills necessary to reduce potential legal risks by recognizing and addressing abusive behavior and other misconduct, including macroaggressions and unconscious bias that may lead to workplace bullying or hostility, reducing productivity and creativity. Intersections invites supervisors to consider the nature of harassment and discrimination, and provides practical tips on creating a safe, inclusive environment for work, including safe and positive options for bystander intervention. (approx. 1.5-2 hours)

*Required Training:*
https://my.jh.edu/
- Under Education, go to My Learning
- Title IX and Harassment Prevention Training

2.6 **RESOURCES FOR FACULTY MENTORING AND DEVELOPMENT**

The purpose of faculty mentoring is to support, facilitate, and enhance the development of faculty throughout the early and middle career stages. Johns Hopkins University is committed to the provision of mentoring to all junior faculty, and the development of divisional action plans that embrace core principles and encourage divisional experimentation. For additional information, please visit the [Faculty Mentoring](#) website.

2.7 **NATIONAL CENTER FOR FACULTY DEVELOPMENT AND DIVERSITY (NCFDD)**

Johns Hopkins University is an institutional member of the National Center for Faculty Development and Diversity (NCFDD). The independent center provides professional development, training, and mentorship opportunities.
As an institutional member, graduate students, post-doctoral associates, and faculty members from all ranks can enroll in a free individual membership to get access to the center’s online resources. All faculty members at Johns Hopkins are able to sign-up for an account to access the center’s online resources, including: webinars, multi-week courses, discussion forums, accountability matches, and career center, among others.

Resources focus on increasing productivity, time management, maintaining work-life balance, resolving conflict, personal organizations, and cultivating mentors, sponsors, and collaborators.

How to Activate Your Institutionally Sponsored Membership:
- Go to the National Center for Faculty Development and Diversity website
- Select the “Become a Member” tab
- Select Johns Hopkins University

2.8 Faculty Diversity Initiatives
The Faculty Diversity Initiative (FDI) is a cornerstone of Johns Hopkins’ diversity and inclusion efforts. It recognizes the fact that changes in the composition of our faculty in turn impact the student body, campus climate, research, and pipeline of graduate students.

2.9 Leave of Absence (LOA)
**Please note: Requests for a Leave of Absence must first have the approval of the Department Chair before submitting a request to the Dean.**

The Homewood Schools policy for Tenure Track Faculty, Research Faculty, and Teaching Faculty can be found here.

2.10 Faculty Research Budget
The dean and department chair establish these accounts for individual faculty need at the time of new faculty negotiations. They can be a fixed annual allocation or a one-time amount. The amount that will be put into the FRB on an annual basis is referenced in the faculty offer of appointment letter.

All University policies must be followed when making purchases or applying charges to this account.

Please see KSAS Office of Finance and Administration for additional information.

2.11 Faculty Banking
Adequate salary support from grants tends to be cyclic. The KSAS Banking system allows tenure track faculty members to bank funds indefinitely with only a 5% administrative fee charged with each banking transaction. The administrative fee is to defray costs associated with tracking the myriad accounts involved over the long term.

Banking can only be done for 50% of the academic base salary (ABS), preserving the remaining 50% for teaching responsibilities. There is no limit on the duration of time the faculty member can bank funds. If the faculty member should leave the university, the remaining banked funds are returned to the school.
Banking requests need to be completed by May for the current fiscal year. For example, the banking request submitted by May 2018, will cover funds from July 1, 2017- June 30, 2018.
3  FINANCE

3.1  USEFUL WEBSITES

University Finance
Krieger Arts and Science Finance
JHU Purchasing
JHU Accounts Payable

3.2  POINTS OF CONTACT

Staff contacts (Coming Soon)

3.3  TRANSACTION TASK GRID

<table>
<thead>
<tr>
<th>Task</th>
<th>Point of Contact</th>
<th>Alternate Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipments/Mailings</td>
<td>Grants and Contracts Analyst/Specialist</td>
<td>Sr. Grants and Contracts Analyst</td>
</tr>
<tr>
<td>Account Balances/Account Reconciliation</td>
<td>Sr. Grants and Contracts Analyst</td>
<td>Grants and Contracts Manager</td>
</tr>
<tr>
<td>Faculty Banking</td>
<td>Sr. Grants and Contracts Analyst</td>
<td>Grants and Contracts Manager</td>
</tr>
<tr>
<td>Travel/Non-Travel Expense Reimbursement</td>
<td>Grants and Contracts Analyst/Specialist</td>
<td>Sr. Grants and Contracts Analyst</td>
</tr>
<tr>
<td>Deposits-Cash or Check</td>
<td>Sr. Financial Analyst</td>
<td>Sr. Financial Manager</td>
</tr>
</tbody>
</table>

3.4  WHAT IS SAP?

SAP (Systems, Applications, and Products in Data Processing) is the University's financial system. All financial and payroll related expenses and reporting are processed through SAP. Financial and Administrative staff have access to complete and/or approve transactions in SAP.

3.5  SAP SECURITY AND WORKFLOW

Workflow in SAP makes transaction approval easier and more automated. Each transaction type has its own workflow process for approval. The department maintains proper SAP workflow by ensuring the Approver has the correct roles and access to transactions. A more in depth explanation on SAP’s security and workflow can be found on the SAP @ Johns Hopkins Security and Workflow website.

1.  Shopping Carts
   a.  Routed to Shopping Cart Approver assigned to the cost center
      i.  The shopping cart will route to all Approvers assigned to the cost centers being charged in the shopping cart. The first person to open it must approve it to route to the following approvers.
   b.  ZSR:
i. Complete ZSR-Workflow Responsibility Assignments
   1. Add workflow 9000011- Shopping Cart Approver
   2. Rule # will auto populate
   3. Cost Center of PI the Sr. GCA or GCA will be approving
   4. Level – select level 1

ii. In addition, add another shopping cart workflow line adding the cost center 1154700000. Service Centers and other discretionary accounts are under the 1154700000 cost center.

iii. **IMPORTANT** - No one who initiates a transaction can also be assigned to the same cost center as they initiate. It will auto approve. This includes the cost center 1154700000.
   1. Workaround for shopping carts created under the cost center 1154700000 for those unable to be assigned to this cost center - A Manager forwards the transaction to the designated Approver.

c. Transaction processing
   i. The Initiator cannot be the same person as the Approver.
   ii. Once the Initiator completes the transaction, they send an email to the Approver with a document # to approve.
   iii. Approver responds to the Initiator when the transaction has been approved.

2. **Travel and Business Expenses Reimbursements**
   a. Routed to Travel Approver assigned to the cost center.
      i. If Cost Centers from other departments are charged, it will route to each Approver once the other has approved.
   b. ZSR
      i. Complete ZSR-Workflow Responsibility Assignments
         1. Add workflow 9000013- Primary Travel Approver- Cost Center
         2. Rule # will auto populate
         3. Cost Center of PI the Sr. GCA or GCA will be approving
      ii. In addition, add another Travel Approver workflow line adding the cost center 1154700000. Service Centers and other discretionary accounts are under the 1154700000 cost center.
      iii. Does not have the same restrictions as the Shopping Cart.
   c. Transaction processing
      i. The Initiator cannot be the same person as the Approver.
      ii. Once the Initiator completes the transaction, they send an email to the Approver with a document # to approve.
      iii. Approver responds to the Initiator when the transaction has been approved.
   d. First one gets it rule:
      i. Once the request is opened it will disappear from the SAP inboxes of the other Approvers. Once this Approver goes in and approves the request the departmental approval process will be complete.
      ii. If the incorrect person opened the transaction, it must be forwarded to the correct Approver.

3. **Online Payments (Check requests)**
a. Routed to the Approvers in the Initiator’s Home Cost Center
b. Home Cost Center can be determined using: ZZWF_USERAGENTS
c. ZSR
   i. If home cost center is incorrect, complete ZSR-Maintain Home Cost Center
   ii. PHA Home Cost Center- 1154700000
d. Transaction processing
   i. The Initiator cannot be the same person as the Approver.
   ii. Once the Initiator completes the transaction, they send an email to the Approver with a document # to approve.
   iii. Approver responds to the Initiator when the transaction has been approved.
e. First one gets it rule:
   i. Once the request is opened it will disappear from the SAP inboxes of the other Approvers. Once this Approver goes in and approves the request the departmental approval process will be complete.
   ii. If the incorrect person opened the transaction, it must be forwarded to the correct Approver.

4. Non-Payroll Cost Transfers
a. Routed to the Approvers in the Initiator’s Home Cost Center
b. Home Cost Center can be determined using: ZZWF_USERAGENTS
c. ZSR
   i. If home cost center is incorrect, complete ZSR-Maintain Home Cost Center
   ii. PHA Home Cost Center- 1154700000
d. Transaction processing
   i. The Initiator cannot be the same person as the Approver.
   ii. Once the Initiator completes the transaction, they send an email to the Approver with a document # to approve.
   iii. Approver responds to the Initiator when the transaction has been approved.
e. First one gets it rule:
   i. Once the request is opened it will disappear from the SAP inboxes of the other Approvers. Once this Approver goes in and approves the request the departmental approval process will be complete.
   ii. If the incorrect person opened the transaction, it must be forwarded to the correct Approver.

5. E-Forms
a. Approvers are Managers only
b. ZSR
   i. Complete ZSR-Workflow Responsibility Assignments
      1. Add workflow 90009- Payroll Cost Transfer Dept Approver
      2. Rule # will auto populate
      3. Cost Center- 115470*
c. Transaction processing
   i. Once the E-Form Initiator completes the transaction, they send an email to the Manager with the name of the employee to approve.
   ii. Manager responds to Initiator when transaction has been approved.
d. First one gets it rule:
   i. Once the request is opened it will disappear from the SAP inboxes of the other Approvers. Once this Approver goes in and approves the request the departmental approval process will be complete.
   ii. If the incorrect person opened the transaction, it must be forwarded to the correct Approver.

6. ISRs
   a. Approvers are assigned at the time the ISR is created.
   b. ISRs cannot be forwarded to another Approver. It must be rejected back to the initiate to correct.

7. ZSRs
   a. Does not require a Department Approver.
   b. Once ZSR is complete, send an email to appropriate Dean’s Office Approver for approval.
   c. Dean’s office Approvers
      i. Financial Workflow and Financial Roles- Jerry Hicks
      ii. HR Roles- John Kunz
   d. ZSRs are uploaded overnight and take effect the following day.

3.6 MONTHLY ACCOUNT RECONCILIATION
Monthly reconciliation is a critical control for fiscal management to ensure revenue and expenditure transactions are correct, allowable, and applied to the appropriate accounts. The department uses an electronic reconciliation procedure to ensure all accounts are reconciled each month. Please see the department’s detailed Account Reconciliation Guide (Coming Soon) for additional information.

3.7 TRANSACTION NAMING CONVENTION
All transactions processed in the department are electronically saved using the department’s naming convention. This eases in the reconciliation process as well as ensures consistency in processing transactions.

Document types:

<table>
<thead>
<tr>
<th>DE (deposit)</th>
<th>JT (journal transfer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET (non-employee travel)</td>
<td>OL (on-line payment requests)</td>
</tr>
<tr>
<td>PC (P-card)</td>
<td>PE (petty cash)</td>
</tr>
<tr>
<td>PO (purchase order)</td>
<td>SC (service center)</td>
</tr>
<tr>
<td>TR (travel reimbursement)</td>
<td>NT (non-travel reimbursement)</td>
</tr>
</tbody>
</table>

Filenames (use underscore to ensure readability)

Generic: IO_DocType_TransDate*(4-digit year, 2-digit month, 2-digit day) Doc#_Vendor/TravelerName_Amount
Deposit: IO_DE_DepositDate_Amount
Journal Transfer: IO_JT_TransDate_Trans#
P-Card**: IO_PC_CardholderLN_TransDate_Vendor_Amount
Purchase Order: IO_PO_TransDate_2XXXXXXX_Vendor_Amount
Service Centers: IO_SC_Vendor_TransDate_Amount
Travel Reimbursement: IO_TR_TransDate_Trip#_TravName_Amount
Non-travel Reimbursement: IO_NT_TransDate_Trip#_Name_Amount
Monthly Statements: IO #_Month_DetailStatement (or SummaryStatement)

*Transaction date means date initiated in SAP for JT, OL, PE, PO, SC, TR, NT document types.
**For P-Cards, transaction date means date on the invoice or receipt.

3.8 DEPOSITS
All deposits, whether cash or check, need to be given to the department’s Sr. Financial Analyst for deposit. Cash or checks are not to be held in office or desk drawer.

All deposits need to include the following:
- 2 copies of the completed KSAS deposit form.
- 2 black and white copies of the check. No color copies. No copies of cash.
- 2 copies of all back-up documentation.
- Paperclip together, no staples.

Once the deposit is received by the Business Office, the receipt copied is stamped and signed. You receive this in return for your records.

3.9 PROCUREMENT CARD PROCEDURES
Procurement Cards are one of the University’s two recommend methods for making small dollar purchases for urgently needed supplies and services. The maximum single transaction limit for Procurement Card purchases is $3,000 and cardholders may charge up to $10,000 in a single month. Please see the department’s detailed Procurement Card procedure guide for additional information.

3.9.1 Procurement Card Users
Procurement cards (P-cards) are generally reserved to be used by the department’s Administrative and Financial staff. In most cases, the purchasing can be completed by these individuals. If you are not a staff member and you wish to have a procurement card, please discuss your situation with the department’s Sr. Financial Manager.

3.9.2 New Procurement Card
In order for a Procurement Card to be issued, online training must be completed. Once completed, a screen print of the completed assessment needs to be emailed (as a .pdf) to the Sr. Financial Analyst. The Sr. Financial Analyst will complete all forms and submit the request to the Procurement Card Administrator. The cardholder will be notified directly when the procurement card has been issued.

The following training needs to be completed through the MyLearning portal:
- Procurement Card Policy
- Purchasing Policies and Procedures

3.9.3 Approver Access
Not all cardholders require approver access (see approver matrix below). In order to gain approver access, online training must be completed. When training is completed, a screen print of the completed assessment needs to be
emailed (as a .pdf) to the Sr. Financial Analyst. The Sr. Financial Analyst will forward documentation to the Procurement Card Administrator. When access has been granted, the cardholder will be notified directly.

For Approver access, the following online training needs to be completed in addition to the classes above, through the MyLearning portal:
- Finance Overview including Chart of Accounts
- Procurement Card Approver

### 3.9.4 Department Review/Allocate and Approver Matrix

<table>
<thead>
<tr>
<th>Cardholder</th>
<th>Review and Allocate</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants &amp; Contracts Specialist/Financial Specialist</td>
<td>Cardholder</td>
<td>GCA/Sr. GCA responsible for the account being charged OR Manager</td>
</tr>
<tr>
<td>Grants &amp; Contracts Analyst</td>
<td>Cardholder</td>
<td>Sr. GCA responsible for the account being charged or Manager</td>
</tr>
<tr>
<td>Sr. Grants &amp; Contracts Analyst</td>
<td>Cardholder</td>
<td>Manager or Sr. Financial Manager</td>
</tr>
<tr>
<td>Technical Staff and Engineers</td>
<td>Dedicated GCA or GCA Specialist</td>
<td>GCA/Sr. GCA responsible for account being charged</td>
</tr>
<tr>
<td>Department Manager</td>
<td>Cardholder</td>
<td>Sr. Financial Manager or Department Administrator</td>
</tr>
<tr>
<td>Sr. Financial Manager</td>
<td>Cardholder</td>
<td>Department Administrator</td>
</tr>
</tbody>
</table>

### 3.9.5 Department Monthly Reconciliation Process

Statements are issued monthly to the cardholder, if there is transaction activity during the statement period. See the Statement & Closing Calendar for transaction date ranges. Procurement Cards must be reviewed, allocated, and approved by the due date listed on the Closing calendar.

A copy of each receipt along with the statement must be saved in the cardholder’s procurement folder on the department’s shared drive (S:\Shared\_P-Card). The statement and receipts are placed in the folder dated the same as the statement date. Do not use the date the transactions will post to the general ledger and not the due date. Once the statement is reconciled and approved, the month’s folder is marked with an “R”.

Ex: 2018-01-July-R

The naming convention used to save Pcard receipts: IO_PC_CarholderLN_TransDate_Vendor_Amount

The name convention used to save the statements: MonthYear_Statment_LastName

### 3.9.6 Default Charges

Each procurement card is set up to default to a department general funds budget. Transactions cannot be defaulted to a sponsored account.
It is imperative the transactions are allocated and approved timely each month. However, on occasion, receipts are not received timely and the transaction posts to the default account. If this occurs, the transaction must be transferred to the appropriate account within 90 days of the transaction. Default charges are posted to the g/l 632002. When the transaction is transferred, the transaction needs to credit g/l 632002 and debit the correct g/l in the appropriate account.

3.9.7 Sales Tax
Johns Hopkins University is exempt from paying sales tax in most states. A list of those states can be found on the Tax Office website.

If sales tax has been charged on a purchase, we must make every attempt to have the vendor remove it and credit back the amount. All correspondence with the vendor regarding the removal of sales tax needs to be saved as a .pdf in the cardholder’s statement folder along with the receipt. The cardholder must attempt to make contact with the vendor at least two times to have the tax removed.

3.10 EQUIPMENT AND EQUIPMENT PURCHASING
Equipment is defined as tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of $5000 or more per unit. Machinery, furniture, office machines, vehicles (cars, trucks, etc.), scientific instruments or other apparatus that may be used repeatedly without material impairment of its condition, and is not highly perishable.

For more information, reference the Fixed Assets Equipment Guide as well as this Equipment Purchasing presentation.

Your GCS/GCA will determine the best method of making the purchase, i.e. procurement card or SAP Shopping Cart. The purchase may require a sole source justification, quotes from vendors, or additional information. The GCS/GCA will stay in constant contact with your to ensure all documentation is received and purchase is delivered timely.

3.11 NON-REIMBURSABLE EXPENSES
KSAS Finance has posted a list of non-reimbursable expenses as well as the Accounts Payable Travel Guide. These lists are not all-inclusive. Any questions regarding the validity of an expense reimbursement should be discussed with the Department Sr. Financial Manager before proceeding.

3.12 FACULTY BANKING
Adequate salary support from grants tends to be cyclic. The KSAS Banking system allows tenure track faculty members to bank funds indefinitely with only a 5% administrative fee charged with each banking transaction. The administrative fee is to defray costs associated with tracking the myriad accounts involved over the long term.

Banking can only be done for 50% of the academic base salary (ABS), preserving the remaining 50% for teaching responsibilities. There is no limit on the duration of time the faculty member can bank funds. If the faculty member should leave the university, the remaining banked funds are returned to the school.

Banking requests need to be completed by May for the current fiscal year. For example, the banking request submitted by May 2018, will cover funds from July 1, 2017- June 30, 2018.
3.13 **Travel Reimbursements**  
See [Reimbursements for Travel Expenses](#) in the Travel Section of this Guide

3.14 **Faculty Research Budget**  
The dean and department chair establish these accounts for individual faculty need at the time of new faculty negotiations. They can be a fixed annual allocation or a one-time amount. The amount that will be put into the FRB on an annual basis is referenced in the faculty offer of appointment letter.

All University policies must be followed when making purchases or applying charges to this account.

Please see [KSAS Office of Finance and Administration](#) for additional information.

3.15 **State Sales Tax- Maryland**  
Due to its non-profit status, the University may have a sales tax exemption certificate for purchases *made in* various states. Each state has varying laws regarding what items they exempt from the imposition of state taxes, and some states do not exempt not-for-profit corporations from any of the state taxes imposed. Where a state tax exemption exists, it generally covers the purchase of tangible personal property used in the conduct of University business; such property includes office supplies and equipment. Please see the [MD Sales Tax certificate](#) for those purchases made in MD. Please contact the [Tax Office](#) for any other state’s sales tax information.

3.16 **Contracts for Goods and Services**  
(as presented by Matthew Persic in February 2019 PowerPoint presentation)

Procurement Contract Administration is a group within the JHU Procurement Department that provides legal and administrative services regarding contracts and contract related issues for the Johns Hopkins University and its Affiliates.

Responsibilities:

- Review and modify contracts for legal compliance
- Review and recommend proper terms and conditions in line
- Ensure compliance with university policies and procedures
- Ensure proper [Signature Authority](#)
- Provide guidance
- Act as Agents on behalf of Area Risk Officers, such as General Council, Information Security, Risk, Tax, Provost, Stratic Sourcing, etc.

General Process

1. End users submit contracts to review to [purchasingcontracts@jhu.edu](mailto:purchasingcontracts@jhu.edu) email alias or attached to SAP shopping carts.
   - Contracts submitted as SAP SC attachments requiring contract Admin review will be forwarded to [purchasingcontracts@jhu.edu](mailto:purchasingcontracts@jhu.edu).
2. Contract Admin performs initial review
   • Determine if ARO reviews are required
   • Collate initial redlines
3. Contract Admin negotiates legal terms and conditions with vendor
4. Assign Procurement signatory to execute agreement
5. Provide executed agreement to requesting end user and/or process shopping cart

Best Practices

• Prepare ahead of time for the process
• Recognize high-risk activities
• Negotiate with one voice
• Push back on unnecessary terms and conditions
• Work with Strategic Sourcing to implement master agreements
• Use pre-approved contract templates
4 TRAVEL

4.1 USEFUL WEBSITES
University Travel Department
Accounts Payable
University Travel Guide Policies & Procedures
KSAS Travel & Business Expense Supplement Policy
Concur

4.2 BOOKING TRAVEL
The University encourages all employees to use the Concur Online Booking Tool to book their university business travel. The functionalities of this website are similar to Expedia or Travelocity, however, Concur includes all of Johns Hopkins University’s pre-negotiated discounts on flights, hotels, and car rentals. The site can be used for business or personal travel.

For Travelers who do not wish to pay personally for their travel transportation and be reimbursed, can use the department’s Central Bill Travel Card (Ghost Card). This option charges the department’s travel account and is allocated to the appropriate internal order, identified by the Traveler. See the Central Bill Travel Card section of this guide for details on how to book your travel on the department’s Central Bill Travel Card (Ghost Card).

4.3 CENTRAL BILL TRAVEL CARD (GHOST CARD)
For Travelers who do not wish to pay for their transportation and be reimbursed, can use the department’s Central Bill Travel Card (CBTC). This option charges the department’s travel account and is allocated to the appropriate internal order (identified by the Traveler). Continue with the process below to charge the department’s CBTC:

*Please note:* Once the Single Trip Access Request has been approved, the Traveler must contact a World Travel, Inc. (WTI) agent to complete the booking. Contact WTI via phone at 888-433-2556 or email at jhutravel@worldtravelinc.com. The TRA number, created during the approval process, will be needed at that time. The travel request cannot be completed online.

A few notes:
- The Traveler is responsible for completing the request form and submitting
- The travel card not be used to book lodging, it can only be used for transportation costs
- A separate request form needs to be completed for each time you travel.
- The request should receive a response within 48 hours.


1. “Looking for the forms?” click on the link.
2. Select “Single Trip Access Request” from the menu on the left hand side of the screen.
3. Respond to each question marked with a red star
4. Under the heading “Budget and Billing Information”, subheading “Travel Card Owner”
a. Click on magnifying glass
b. Change the drop down box to search by “Name”
c. In the search field, type “KSAS Physics & Astronomy”
d. KSAS Physics & Astronomy will come to the top of the list, click on the link
e. The window will automatically close and KSAS Physics & Astronomy will populate the field.

5. Under the next subheading, “Please enter the Central bill Travel card to which you would like to charge your airfare and/or rail costs.”
   a. Click on the magnifying glass
   b. Select “CBTC058” KSAS Physic SingTrav
   c. Once selected, window will close and populate the field

6. Under the next subheading “Cost objects (cost center | internal order....)”
   a. In the text box, type the Internal Order you wish to charge the trip.

7. The image below shows how this information will appear.

8. Once the form is complete, click on Submit.

9. The form will be routed to the department for approval. You will receive notice of approval/disapproval within 48 hours.

10. If the request is approved, Traveler must contact a WTI agent to complete the booking. Contact WTI via phone at 888-433-2556 or email at jhutravel@worldtravelinc.com. The TRA number, created during the approval process, will be needed at that time. The travel request cannot be completed online.

11. After the travel itinerary has been completed, a “Ticketed Invoice” email will be sent to the traveler. The emailed receipt needs to be forwarded to your designated Grants and Contracts Analyst as travel documentation.
4.4 **Reimbursement for Travel Expenses**

The university reimburses faculty, staff, and students for approved travel and business expenses when incurred while conducting university business. For reimbursement, all receipts and documentation for approved business travel should be given to your designated Grants and Contracts Analyst (GCA). After receiving all required documentation, the GCA will process the transaction in SAP within 48 hours. Once Accounts Payable is in receipt of the travel reimbursement request, they have up to 10 business days to process the reimbursement. The reimbursement will be paid to the traveler in the same manner as they receive their payroll payments.

**See your GCA for a handy travel envelope to store your receipts and document your miscellaneous expenses.**

4.5 **Reimbursable Expenses**

**Reference:**
KSAS Travel & Business Expense Supplement Policy
Accounts Payable Travel Guide

Below are some examples of allowable expenses. This list is not meant to be exhaustive.

- Transportation, lodging, and meals for University business in compliance with University travel and business expense policies
  - Business purpose must include the names of participants and a detailed purpose for the meeting
  - Business meals generally include individuals from outside the University who take part in the business purpose of the meeting. However, there are instances where business meals among University personnel may be reimbursed.
  - Meals/alcohol will be reimbursed only up to what would be spent by a prudent person. Although we do not typically pay per diem, per diem rates can serve as a proxy for what is a reasonable expense.
  - Alcohol purchases should be reasonable, not lavish or excessive. For example, a bottle of wine costing $75 or more could be lavish or more than one bottle of wine for a business dinner with 2 persons attending could be excessive. (See Alcoholic Beverages section of the Accounts Payable Travel Guide)
  - The School will not reimburse for gratuities that are greater than the accepted standards. (Currently, the domestic standard is 15-20% of the total bill; international standards may vary.)

- Professional conference fees
- Dues to professional organizations
- Subscriptions to journals or other publications relevant to teaching or research
- Compensation of student research assistants (hourly and/or stipend)
- Compensation of professional editors or research assistants
- Copyright fees and publication subvention
- Books, reprints, scores, photographs, films, software, recordings and other items related to teaching or research
- Continuing education such as coursework, seminars, and workshops relevant to teaching or research
- Laptops, tablets, wireless data cards for such devices
4.6 **NON-REIMBURSABLE EXPENSES**

Personal expenses incurred during a business trip are not reimbursable expenses. Please reference these two lists when determining if an expense is reimbursable: [KSAS Non-Reimbursable Expenses](#) and [Accounts Payable Travel Guide](#). If you have further questions, please see your GCA.

4.7 **EXPENSES OVER 90-DAYS**

Per IRS regulations, expense reimbursements submitted more than 90 days after the end of the trip or more than 90 days from the date incurred must be paid as a taxable supplement to the employee (See the [Accounts Payable Travel Guide](#)). These expenses must be paid via a Payroll Supplement and included in the employee’s taxable income. This reimbursement cannot be charged to a sponsored funded account. A non-sponsored account number must be given to your GCA upon giving them the travel receipts. If the traveler does not have non-sponsored funding available to them, they need to discuss their situation with the Department Chair and/or CAS Director.

**NOTE:** If travel expenses are not submitted within the 90 days, an exception may be requested. The university will grant *one* exception per employee, after review of the circumstances and situation. If you have not been granted an exception in the past, the traveler’s Sr. GCA can present the documentation and justification to the Department Administrator for review. The Department Administrator will pursue further approvals and respond to the traveler with the results.

Compliance with these IRS regulations is the responsibility of all employees who travel or are otherwise reimbursed for business expenses.

4.8 **NON-EMPLOYEE REIMBURSEMENT**

Visitors, Speakers, and other Non-Employees may be reimbursed for expenses related to their travel to the University. See the Non-Employee required documentation and the expense form to be completed.

4.9 **PER DIEM VS. ACTUAL EXPENSES**

All domestic travel is reimbursed on actual expenses, not per diem. For international travel, using per diem rates is the University’s preferred method. However, charging a non-sponsored account for use of per diem for international travel requires prior approval from the Dean’s office. An email request from the Sr. GCA is sent to the Department Sr. Financial Manager, who then seeks the Dean’s approval. If approved, the pre-approval notice is attached to the travel document when submitting the travel reimbursement.

U.S. Department of State Foreign Per Diem Rates by Location: [https://aoprals.state.gov/web920/per_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

4.10 **ACCOMMODATIONS FOR VISITORS**

- Airbnb Baltimore can sometimes offer reasonably priced lodging within walking distance of the University (zip code 21218). The link is: [https://www.airbnb.com/a/Baltimore](https://www.airbnb.com/a/Baltimore)
- The Broadview apartments are located directly across the street from JHU and they do offer furnished studio apartments at the JHU rate of $1,455.00 per month. The minimum stay is one month. The link to the Broadview is: [http://www.broadviewapartments.com/](http://www.broadviewapartments.com/)
• Live929 apartments are located in downtown Baltimore and would require taking either the JHU shuttle, Uber, Lyft or some other method of transportation to reach the University campus. They offer furnished studio and 1, 2 or 4 bedroom options. The link to Live929 is: http://live929.com/
5 Event Planning

5.1 Useful Websites

PHA Available Facilities
Krescal (JHED credentials are required)
JHU Facilities and Real Estate
JHU Event Scheduling
JHU Catering (Bon Appetit)
Azafran Catering
The Colonnade Hotel
Mount Washington Conference Center
Maritime Conference Center
Marriott Conference Center

5.2 Event Budget

The majority of events will require a funding source to cover the event costs. Before beginning the process of planning the event, check with the event initiator regarding the source of funding. A budget needs to be created and adhered to throughout the event. Funds may be generated via a registration fee. The department’s Communications Associate can assist in setting up of both a registration website and an online payment method.

5.3 Room Reservations

Bloomberg Center meeting rooms may be reserved on the reservation website krescal. Room 462 (our faculty board room), 2nd and 4th floor rotunda area, and the 3rd floor student lounge must be approved by the department Administrator for multi-day events. Rooms 361, 464 and 478 are Physics & Astronomy classrooms and must be approved by the Academic Program Administrator. The Schaefer Auditorium (Room 272) is a pooled classroom and must be reserved through the Registrar's office at ASENScheduling@jhu.edu.

5.4 One-Day On-Site Events & Workshops

One day events and workshops may require reserving a meeting room and scheduling catering. Once the number of attendees has been determined, the event coordinator will need to reserve a Bloomberg Center meeting room via the room reservation website krescal. Information regarding the various meeting room capacities in Bloomberg Building can be found at http://physics-astronomy.jhu.edu/about/available-facilities/.

Other locations throughout campus can be used as well. You can find available locations at Homewood’s event scheduling website.

Reference our Event Checklist to ensure smooth planning of your event.
5.5 **Multi-Day On-site/Local Events & Workshops**

Multi-day events and Workshops (two or more days in duration) may include both local and out of town attendees. Reference our [Event Checklist](#) to ensure smooth planning of your event.

In some instances there will be a need to reserve additional rooms for break-out sessions. Room reservation requests can be accessed using the reservation website krescal. In the event Schafler Auditorium (Room 272) is requested as a meeting space, this space must be reserved through the Registrar’s office at ASENScheduling@jhu.edu. Rooms 464 and 478 are Physics & Astronomy classrooms and can be reserved through our Academic Program Administrator.

If the number of attendees exceeds sixty it is difficult to obtain a single meeting space in the Bloomberg Center to accommodate. If the event is to stay on the Homewood Campus, [Scheduling & Event Services](#) can assist in locating a more suitable meeting space.

Both the [Colonnade Hotel](#) and the [Mt. Washington Conference Center](#) not only offer lodging but also offer meeting space and catering, at a cost. If there is no budget funding available for this option it may be necessary to advise the meeting requestor that a registration fee should be considered.

5.6 **Lodging for Speakers and Guests**

The [Colonnade Hotel](#) is the hotel of choice for all lodging needs based on its proximity to the Bloomberg Center. Johns Hopkins University has a preferred rate of $149.00, plus local tax. In order to reserve a room block the event coordinator will need to obtain the number of attendees needing lodging, their arrival and depart dates and whether payment will be made by the guest or by the event budget. In most instances the guests pay for their own rooms and the event budget will sometimes cover the invited speakers. Once obtaining the needed information the event coordinator will contact the Colonnade Hotel’s conference coordinator with the guest information. The hotel will prepare a contract and forward to the event coordinator. This contract will be sent to eventcontracts@jhu for review and signature. Upon receipt of the signed contract, the event coordinator will forward back to the Colonnade.

If a hotel other than the Colonnade is requested, the same process would need to take place.

5.7 **Catering and Excursions**

Catering for the event can include breakfast, breaks, lunch, and dinner. The event coordinator will need to work with the event initiator to determine the daily catering needs. Catering options can include the onsite Homewood campus caterer Bon Appetite, Azafran (located across the street at Space Telescope Science Institute), or Foodify. Foodify represents a large array of Baltimore caterers and restaurants and can work with the event coordinator to plan catering using multiple catering suppliers. As a reminder, budget funding is needed to cover the catering costs.

If an offsite dinner or other form of recreation is planned, the event coordinator can use Baltimore.org as a reference for ideas. For formal dinners the department has used, Woodberry Kitchen, Helmand, and Petit Louis. Other locations may be used, these are only examples.

Keep in mind that any off-site function may require transportation. [Broadway Services](#) can supply both small and large motor coaches to cover transportation requirements.
5.8 Event Supplies
Other peripheral event items to consider would include; name badges and lanyards, printed agendas, welcome packages, giveaways, signage, etc. See the Event Checklist for additional items.

5.9 Audiovisual Technology
The department’s Building Manager can assist in determining your audiovisual needs. In some instances you may need to use the University’s Audiovisual Technology Support services, KIT-CAT. Their website details their services and fees.

5.10 Parking
If the event is planned during hours the Muller Lot parking gate is down, you will need to contact Parking Services to arrange for the gate to be up during your event. There is a cost associated with this service.

There are instances you can also reserve parking using the Physics and Astronomy spaces on the surface lot or the San Martin Garage. Please contact your Grants and Contracts Specialist or the Department Administrative Assistant to make space reservations.

5.11 Event Advertisement
Bloomberg Building
There are a number of internal email lists that can send emails to residents of Bloomberg Building. Please contact the Department Administrator to see what email list best suites your needs.

Homewood Campus
There are two options for the Homewood campus (you can do both):

1. HUB events will be published and sent out via email to Homewood faculty and staff the day before and the day of an event.
2. Today’s Announcement will be sent via email to Homewood faculty and staff the next day to the Today’s Announcements email distribution list.

Executive Director of Communications and Public Affairs Dennis O’Shea: dro@jhu.edu

Outside of Homewood Campus
APL: jhu-announcements@jhuapl.edu
School of Public Health - Public Affairs: paffairs@jhsph.edu
School of Nursing Communications: son-communications@jhu.edu
Carey Business School – Tim Parsons, Director of Communications and Marketing: parson1@jhu.edu
School of Medicine Announcements: http://www.insidehopkinsmedicine.org/news/sub_ann.cfm

5.12 Reoccurring Department Events
The department holds many reoccurring events. Reference the Department Event Matrix to help determine the event coordinator, date, and times.
6  RESEARCH ADMINISTRATION

6.1  USEFUL WEBSITES
Research Administration (BARA)
Sponsored Projects Shared Services
Export Controls
Effort System (ERS)

6.2  FUNDING OPPORTUNITIES:
Limited Submissions- Limited Submissions are funding opportunities in which federal and private sponsors limit the number of proposals from an institution. An internal competition is held in order to select the most competitive proposal on behalf of the University. These opportunities are dispersed to the community in a weekly digest and accessible online.

Early Career Funding Opportunities- A repository of 350+ federal and private funding opportunities that are intended for late postdoctoral investigators and early-career faculty, usually those at or below the rank of assistant professor.

Graduate Student Funding Opportunities- an updated repository of federal and private funding opportunities that are intended for graduate students.

Postdoctoral Funding Opportunities- an updated repository of federal and private funding opportunities that are intended for postdoctoral investigators.

Internal JHU Funding Opportunities- internal funding opportunities that have been submitted from centers and institutes across the nine divisions of Johns Hopkins University. These opportunities are dispersed to the community in a monthly digest and accessible online.

Other granting agencies:
Grants.gov
National Science Foundation (NSF)
NASA

6.3  PROPOSAL PREPARATION
More information to come.

For any proposal submission, please see your Sr. Grants and Contracts Analyst to begin the process.
6.4 **Department Proposal Rate Sheet**
The department issues a grid of standard rates used in a proposal budget. The grid is updated throughout the year when rates and percentages issued by the central offices.

6.5 **University Rate Agreements**
From time to time, an awarding agency will request documentation to support the University’s Benefit and Facilities and Administrative rate. Cost Analyst posts the most current rate agreements on their website.

6.6 **Administrative Effort**
Employees and students generally are not permitted to charge salary to grants or contracts for time spent writing proposals. Any effort by faculty spent writing proposals must be charged to a non-grant source of funds. Postdoctoral Students, research faculty or staff, and any others supported 100% throughout the year via grants or contracts may not spend time writing proposals during the time they are being paid to work on a grant or contract. Please see the guidelines below to accurately reflect their grant writing effort.

**Guidelines:**
- This account is used when Faculty or a Researcher does not have their own general funds or discretionary account to support their proposal writing effort.
- The standard % of effort by Faculty or a Researcher, without specific approval from the Chairperson or CAS Director, is 1% to 5%. It should not be sustained at 5%.
- Charging effort to this account happens after the effort has already been completed. This account cannot be used for projected effort. A review of the proposal writing should be done within 60 days, no more than 90 days.
- This account cannot be used as labor distribution without prior approval from the Chairperson or CAS Director. This method is only used in rare circumstances.
- Proposal writing effort for students and/or Post Docs must have approval from the Chairperson.
- Discretionary accounts include the following accounts: return on research, banking, retention packages, teaching relief, and start-up.

**Procedures:**
- Faculty Salary budget covers the effort for proposal writing, no transfer is needed
- Research Faculty or Researcher with Non-Sponsored Funding
  - Estimate percent of effort used to prepare proposal and transfer salary (via e-form) to PI’s General Funds or Discretionary Account.
- Research Faculty or Researcher with no Non-Sponsored Funding
  - Estimate percentage of effort used to prepare proposal and transfer salary (via e-form) to Administrative Effort Account-80015903
  - Effort in excess of 5% of the Researcher’s FTE in a quarter must be preapproved by CAS Director or Department Chairperson.
6.7 **EFFORT REPORTING AND TRAINING**
The [University's Effort Reporting System (ERS)](https://my.jh.edu/) provides the principal internal controls for certifying that the salaries and wages charged to or contributed to sponsored projects are reasonable and consistent with the portion of total professional activity committed to the projects.

Appropriately certified effort reports provide auditable documentation to demonstrate to the University's research funders that the sponsor did in fact receive the level of effort described and expected through the proposal process, the award process, and all post award communications with the sponsor.

Before a Principle Investigator submits their first proposal, they must have completed the institution’s effort training. **Required Training:**
- Under Education, go to My Learning
- ERS Effort Reporting System- Certifiers

6.8 **INDEPENDENT CONTRACTOR CERTIFICATION**
**Part I – Completing the ICC (Independent Contractor Certification) form.** **This form is ONLY required any time the total cost of services is $5,000 or more.**

1. The GCA/Sr. GCA fills out the Independent Contractor Certification form.
   1. The GCA/Sr. GCA simultaneously sends the contractor Part II of the form to fill out and sign.
2. The GCA/Sr. GCA sends the GCM the completed form with the contractor’s signature.
3. The GCM reviews the form for accuracy and sends it to the Dept. Administrator for their authorizing signature with a copy to the Sr. Financial Manager.
   1. The Dept. Administrator forwards the signed form to the Divisional Business Office for their authorizing signature.
4. After receiving the signed form from the Divisional Business Office, the Dept. Administrator forwards the form to the GCM with a copy to the Sr. Financial Manager.
5. The GCM reviews and forwards the executed form to the GCA/Sr. GCA.
6. The GCA/Sr. GCA completes the form per the instructions and emails the completed form to the University Tax Office @ independentcontracts@jhu.edu or faxes it to 443-997-8538.
7. The GCA/Sr. GCA waits to receive the Tax Determination letter from the University Tax Office.
8. Once the Tax Determination letter is received it is attached to the contract.

**Part II – Completing the Contract**

9. The GCA/Sr. GCA determines what type of contract needs to be used based on the scope of work and the approved budget. Information for the various types of contracts can be found on the University Finance website below.

   [http://finance.jhu.edu/depts/procurement/forms/university_forms.html](http://finance.jhu.edu/depts/procurement/forms/university_forms.html)

10. The GCA/Sr. GCA consults with the GCM for review and approval of the contract to be used. Examples include:
1. Short Form Independent Contractor Agreement - Used when services are for a short duration and are less than $5k.
2. Independent Contractor Agreement - Used when services are for a short duration, $5K or greater and less than $50k and when no Intellectual Property is produced.
3. Master Consulting Services Agreement- Used when services are $50K or more or when Intellectual Property is produced as a result of hire or for projects of a longer duration.
4. Independent Computer Technology Services Agreement - Used for services of $5k or more and when computer software or web pages are produced.

11. The GCA/Sr. GCA needs to ensure that the contract amount was budgeted on the proposal and it does not exceed the budgeted amount.

12. Once the contract is received from the contractor, the GCA/Sr. GCA sends it to the GCM with the following information
   i. PI name
   ii. Agency
   iii. Award title
   iv. Activity/Service to be completed

13. The GCM sends the completed contract and the above information to the Dept. Administrator with a copy to the Sr. Financial Manager.

14. The Dept. Administrator reviews, signs and sends it to the Divisional Business Office for final signature.

15. Once executed, the Dept. Administrator forwards the completed form to the GCA/Sr. GCA and GCM for processing, with a copy to the Sr. Financial Manager.

**Additional Guidance:**
https://policies.jhu.edu/?event=render&mid=779&pid=31968&fid=policy_31968.pdf&_=0.132830855337

### 6.9 Desktop and Laptop Purchases for Research

With the issuance of the Uniform Guidance (UG) the purchase of computer equipment that is necessary to the project, but not necessarily dedicated to that project is an allowable direct cost. It can be used for the project a portion of the time; the institution determines the appropriate percentage of the cost to be charged to the award.

Laptops and desktops are generally under the $5,000 equipment threshold and therefore considered to be supplies. Under the UG, they are explicitly allowable as supplies. A justification that the supply is allocable and reasonable on the project, is still needed.

We encourage PIs to include (or a portion of) a computer and computing peripherals in their proposal budgets if they foresee a need for one. Department funds should not be considered for computer purchases being used for research purposes.

The University follows a standard 4-year rotation replacement schedule for desktop and laptop computers.
6.10 **INTERNAL COEUS ROUTING**

- **Budget and Justification Creation**
  - Discussion between the Sr. GCA/GCA and the PI regarding budget and justification elements.
  - Sr. GCA/GCA creates draft budgets and reviews with PI. Multiple drafts could be created.
  - Sr. GCA/GCA finalizes the budget and justification with the PI.

- **Grants & Contracts Manager Review**
  - Sr. GCA/GCA forwards final budget and justification to Grants & Contracts Manager for review.
  - Grants & Contracts Manager notes any corrections or changes and returns to Sr. GCA/GCA to be corrected.
  - Sr. GCA/GCA makes corrections and returns it back to Grants & Contracts Manager for final review.

- **Sr. Financial Manager Review**
  - Grants & Contracts Manager forwards final budget and justification to Sr. Financial Manager for review.
  - Sr. Financial Manager makes any notes and approves to be uploaded to Coeus.

- **Coeus Upload and Review**
  - Sr. GCA/GCA uploads final budget and justification along with all other supporting documents into COEUS.
  - Sr. GCA/GCA forwards PD# to Grants & Contracts Manager for review. DOES NOT SUBMIT FOR APPROVAL.
  - Grants & Contracts Manager Reviews PD and ensures documents are complete and accurate.

- **Final Review and Submission**
  - Grants and Contracts Manager forwards PD# to Sr. Financial Manager for review.
  - Sr. Financial Manager will review and grant approval to submit Coeus document for department approval routing.

- **Approvals**
  - 1st Approver: Sr. Financial Manager
  - 2nd: CAS Director (if Astro proposal)
  - Final Approval for PHA proposals: Department Chairman
  - Final Approval for IDIES proposals: IDIES Director
6.11 NSF Proposal Submission Training Videos
Are you submitting a NSF proposal soon? Take a look these videos for some helpful tips on submitting a NSF proposal.

Part 1: https://jh.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=622482ce-4a08-4012-b0ca-a9d701086faa

Part 2: https://jh.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=7306d0fe-0b6d-4597-9c28-a9d7012b8e65
7 Academic Affairs

7.1 Useful Websites
Physics and Astronomy Graduate Program and Policies
Physics and Astronomy Undergraduate Program
Physics and Astronomy Academic Resources
Homewood Student Affairs
Office of International Services (OIS)
Graduate and Postdoctoral Affairs

7.2 Department Contact:
Kelley Key- Academic Affairs Administrator, 410-516-7344, Office 366

7.3 Instructional Resources
- Blackboard Help and Knowledgebase: http://help.sset.jhu.edu/display/Bb/Home
- Faculty Enlight - https://www.facultyenlight.com/
  - Input textbook information for upcoming semester
- Center for Educational Resources (CER) http://cer.jhu.edu/

7.4 Academic Council
Mission Statement for the Homewood Academic Council: The mission of the Academic Council is to preserve and enhance the academic excellence of the Krieger School of Arts and Sciences and the Whiting School of Engineering. The Academic Council is charged to pursue this mission, whether directly or through its duly appointed subcommittees and designees.

7.5 Doctor Philosophy Board
Mission Statement: The Doctor of Philosophy Board advises the Provost about University-wide issues pertaining to the Ph.D. It approves new degree programs and sets guidelines and policies that affect all Ph.D. students. The Board respects the strong tradition of local autonomy of the Schools and seeks to enhance the visibility and prominence of Ph.D. education across the University.

7.6 Undergraduate Resources
- Academic Advising: http://www.advising.jhu.edu/philosophy.php
- Undergraduate Research:
  - http://www.advising.jhu.edu/faqs_research.php
  - https://www.jhu.edu/research/undergraduate-research/
  - Hopkins Office for Undergraduate Research (HOUR) https://research.jhu.edu/hour/
- Undergraduate Catalog – Policies, procedures, resources and opportunities:
• http://e-catalog.jhu.edu/undergrad-students/

• University Policies: University Policies: http://e-catalog.jhu.edu/undergrad-students/university-policies/

• Physics and Astronomy Academic Advising – Kathy Sindt is a great resources: ksindt@jhu.edu

7.7 GRADUATE RESOURCES

• Graduate Students: http://e-catalog.jhu.edu/grad-students/graduate-specific-policies/

• Homewood Graduate Board – responsible for the administration of policies and procedures for the award Doctor of Philosophy, PhD of the Schools of Arts and Sciences and Engineering.
  • http://homewoodgrad.jhu.edu/academics/graduate-board/

• Departmental Examination Regulations: http://physics-astronomy.jhu.edu/graduate/exam-guide/
  • Research Exam – departmental exam with a Pass/Fail taken during the start of the 2nd year
  • Graduate Board Oral Exam (GBO) – University exam with a pass/conditional pass/fail taken at the start of the 3rd year, and no later than the spring semester of the 3rd year.
  • Thesis Defense – departmental exam focused on the student’s dissertation with a pass/fail

7.8 OFFICE OF INTERNATIONAL SERVICES (OIS)

The Office of International Services (OIS) assists international students, scholars, researchers, clinicians, staff and faculty with visas and immigration. We also support the administrators who assist them.
8 INFORMATION TECHNOLOGY (IT) AND COMPUTING

Our IT group provides an array of services to our faculty and staff. They can provide assistance with email, mailing lists, printers, and computing needs. Please see their website for additional information.

8.1 ADDING CONTENT TO THE DEPARTMENT’S WEBSITE, SOCIAL MEDIA SITES, OR ANNUAL NEWSLETTER
If you would like to add any information to the department’s webpage, including your directory page, or a news item for the homepage, please email Jon Schroeder with the information at Jon.Schroeder@jhu.edu. The department also has a Facebook, Twitter, and LinkedIn Group that Jon can add content to. Lastly, contact Jon if you would like to add a news item to the department’s annual newsletter that is sent to department alumni. You can see previous departmental newsletters here.

8.2 CREATING A GROUP OR LAB WEBSITE
If you would like a group or lab website that matches the look and feel of the department’s website, please contact Jon.Schroeder@jhu.edu for assistance setting up the site. After set up, you will be able to access the backend of the site to make edits using your JHED ID. Here is an example of a group website, that of Francesca Serra’s group.

8.3 CREATING A PERSONAL WEBSITE
If you would like a personal website that matches the look and feel of the department’s website, please contact Jon.Schroeder@jhu.edu for assistance setting up the site. After set up, you will be able to access the backend of the site to make edits using your JHED ID. Here is an example of a personal website, that of Jared Kaplan.

8.4 CREATING A CONFERENCE OR WORKSHOP WEBSITE
If you would like a conference or workshop website that matches the look and feel of the department’s website, please contact Jon.Schroeder@jhu.edu for assistance setting up the site. After set up, you will be able to access the backend of the site to make edits using your JHED ID. Here is an example of a workshop website, that of the Intensity Mapping Workshop.

8.5 AVAILABLE AUDIO/VIDEO EQUIPMENT
The department has a collection of video equipment that is available to members of the department for their video capturing needs. The department has a Panopto kit, which includes a Panopto-ready laptop, a webcam, a video grabber (for capturing PowerPoint presentations), and a wireless microphone.

For more information about Panopto, click here.

In addition, the department also possesses a Canon DSLR camera for capturing still images and videos that can be edited outside of the Panopto environment.

If you would like to borrow any of the video equipment, please fill out the following web form: http://goo.gl/forms/DkdN1xniD9

A quick reference guide about creating a Panopto account and operating the Panopto equipment can be found here.
8.6 **Poster Printing (Plotter)**

The Department has a 42” wide poster printer. **For Scientific and Research Posters there will be no charge.** For personal prints the price is $50.

If you would like a poster printed, you can e-mail pha-plotter@lists.johnshopkins.edu a PDF or a PPT of your poster. You should include the size you want it printed and if you want me to do any re-sizing. I am able to adjust the margins/boarders larger and even to eliminate them if you want printing to be right up to the edge of the poster. The poster printer has a vertical trimmer, which means that if both sides of the poster are smaller than 42” it will trim it to size.

If the size you request is super huge, I will confirm with you that is what you want. A 42” X 60” poster might be okay for a landscape poster, but a portrait orientation poster is going to be huge. You should confirm that the poster size specs you receive are for the correct orientation. Currently the paper we have is HP Premium Glossy Photo paper. We may have a matte option in the future (let me know if this is something you would want us to have).

Please double check that your poster is correct. Please try to avoid “My advisor looked at it and wants to make some changes…”

There is the possibility for quick turnaround time on poster printing during working hours (M-F 9-3p.) However for **guaranteed poster printing you should give us 24 hours**, especially if you know that many of your colleagues will be printing posters for an upcoming conference. **If you know that you are going to try and do a last minute rush print**, you should email me at least a day in advance and let me know that you are hoping to have a poster printed quickly and when you expect to have it ready. That way I can make sure we are ready, or to let you know that it is not possible. No poster printing will be done outside of normal working hours.

Completed posters can be picked up in the mailroom once you have received an e-mail from me telling you they are done.
9 **FILEMAKER PRO**
10 MEDIA RELATIONS

10.1 MEDIA RELATIONS REPRESENTATIVE
Have a newsworthy item about your research? Contact media relations representative Chanapa Tanibanchachai to spread the word.