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Please contact IBP Main Office at Jackson Hall for Current Directory Listings
Jackson Hall 6-125
ibpdept@umn.edu

IBP Department Addresses

Jackson Hall 6-125  Cancer Cardiology Research Building (CCRB)
321 Church St. SE  2231 6th St. SE
Minneapolis, MN  55455  Minneapolis, MN  55455
Mail Code: 1215  Mail Code: 2812
Phone: 612-625-5149  Fax: 612-301-1229
Fax: 612-625-5902
IBP Organizational Chart

Joseph Metzger
Department Head
Integrative Biology and Physiology

Steve Katz
Director of Education

John Osborn and Catherine Kotz
Director of Graduate Studies

Vincent Barnett
Director of Undergraduate Education

Randi Landell
IBP Administrative Director

Jean Wang
IBP Grant/Contract & Dept. Administration

Jane Barnard
IBP Student Support
Specialist, Grad program

Bill Klein
IBP Teaching & Lab Safety Officer

Joan Bailey
MNPI Center Director and Neuroscience

Lateeph Onikoro
IT support

Kirsti Hendrickson
MNPI Grants Manager

Gregg Amundson
IT support

Karen Hawkinson
MNPI Grants – Pharmacology, Neuroscience, IBP

Carrie DeFalchaki, MNPI Finance & Accounting Manager

Yang Chong, Senior Accountant: IBP dept acct

Colleen O’Neill, MNPI Human Resources & Microbiology

Megan Haupert, HR Specialist
(50%): HR, Payroll, Visas, etc.

Lynn Kartz, Accountant (50%): IBP Sponsored awards, certified approver

Dustin Savage-Rothmeier
Purchasing, reimbursements

Debi Marsh, Accountant (10%): IBP Sponsored awards, certified approver
“Onboarding” – New Faculty/Staff/Graduate Student Checklist

Finding out your Email ID.
Go to: [http://search.umn.edu](http://search.umn.edu). Enter your first and last name in the Search for People field. If your name appears, your account is ready and you can call the Email Accounts Helpline at 612-626-4276 for your password or set it online.

Completing your employment eligibility verification.
Go to: 6-120 Jackson Hall. Please bring a passport OR a driver’s license AND social security card to the Human Resources Specialist. If you are a VISA holder, please see the Human Resource (HR) Specialist in 6-120 Jackson Hall before you go to the International Student and Scholars office ([http://www.isss.umn.edu](http://www.isss.umn.edu)). You will need to do this as soon as you arrive.

Human Resources Employee Self-Service.
MyU: [my.umn.edu](http://my.umn.edu) and Employee Center page (in your my header, click on Key links, then Employee Center)
- Benefits Enrollment: My Benefits tab and Employee Center page
- Benefits Summary: My Benefits tab and Employee Center page
- Direct Deposit: My Pay tab and Employee Center page
- Personal Information Update: My Info tab
- Pay Statement: My Pay tab and Employee Center page
- TXT-U Emergency Notification Registration: My Info tab and Employee Center page
- Reimbursements/Payments: My Pay tab and Employee Center page
- Vacation and Sick Leave Balances: My Time tab
- Completing Your W-4: My Pay tab and Employee Center page

Getting your UCard.
Bring your driver’s license, state ID, or passport to:
- UCard Coffman Office
  Coffman Memorial Union, Room G22
  300 Washington Avenue SE
  (612) 626-9900
- Regular Hours: Weekdays • 8am – 4:30pm

Obtaining Keys to your office.
Go to: IBP Administration at 6-125 Jackson Hall or 3-152 CCRB
You will need your UCard. Department Administration will make a copy and the UCard and request keys for you. Keys will be available in 1-2 business days from the information desk of your building.
Parking.
Go to:  http://www1.umn.edu/pts/

Obtaining access to lab space.
Training - Go to:  http://www.dehs.umn.edu/training_new_empl.htm
- Introduction to Research Safety
- Chemical Safety
- Chemical Waste Management
- Radiation Safety Orientation (for access to AHC buildings)
- Bloodborne Pathogens & Infectious Agents
- Biological Safety in the Laboratory
After completing the training, submit the Employee/Student Access form found at:
Notify IBP Department Administration that you have submitted the access form and they will submit a Supervisor Approval Form
Bring your UCard to the CCRB information desk for verification
Access will be granted within 48 hours

Access to Research Animal Resources (RAR) space.
Go to:  http://www.ahc.umn.edu/rar/

Ordering your professional business card.
Go to:  http://www.printing.umn.edu/Stat.htm

Telephone/Data Services.
Go to:  http://www1.umn.edu/nts/about_nts/ (staff will order initial office telephone service)
Voicemail:  http://it.umn.edu/telephone-services
Telephone Guides and Voicemail Guides:  http://it.umn.edu/telephone-services

Register for Experts@Minnesota
Go to:  http://experts.umn.edu and register. Experts@Minnesota is a system that creates web-accessible profiles for faculty and staff at the University of Minnesota. This system brings together data from multiple sources into a single profile, including:
- Institutional data about individuals (e.g., title, departmental affiliation) from PeopleSoft
- Grant award data from Sponsored Projects Administration dating back to July 2008
- Citations from the Scopus database, automatically imported on a bi-weekly basis
  - Scopus is the world's largest abstract and citation database of peer reviewed literature. It includes over 22,000 titles from 5,000 publishers and approximately 45 million records.
NEW FACULTY/STAFF RESOURCES

Academic Health Center (AHC): http://www.ahc.umn.edu
Facilities Management/Services (including keys):
   http://www.ahc.umn.edu/ahcrbms/services/about/home.html
Faculty Retirement Plan: http://www1.umn.edu/ohr/benefits/retiresave/frp/
Human Resources (HR): http://www1.umn.edu/ohr/
Medical School (MS): http://www.med.umn.edu
MNPI Administrative Center: http://mnpicenter.umn.edu
Office of the Vice President for Research (OVPR): http://www.ovpr.umn.edu
One Stop Services: http://onestop.umn.edu/faculty/index.html
Purchasing Card (PCard) Request: http://policy.umn.edu/finance/procurementcard
   Link to Training (http://www.policy.umn.edu/Policies/Finance/Procurement/PROCUREMENTCARD_PROC01.html)
Sponsored Projects Administration (SPA): http://www.ospa.umn.edu
Travel Requests (must be approved by department finance):
   http://mnpifm.umn.edu/fmi/iwp/cgi?-db=staffp&-loadframes
University Foundation (UMF): http://www.give.umn.edu
Webpages: Drupal Lite, contact ahcweb@umn.edu and alert IBP Administration
ABSENCES

Vacation/Absence Reporting
UMN Policy: [http://www.policy.umn.edu/Policies/hr/Leaves/ACADEMICVACATION.html](http://www.policy.umn.edu/Policies/hr/Leaves/ACADEMICVACATION.html)
All P&A (faculty and research staff classification) employees are allocated 22 vacation days annually.
All staff and faculty are required to report vacation time and absences online at My U. Navigate to My U > My Time > Request Time Off to enter your vacation time and absences. Choose the type of absence you are requesting. Enter start date and end date. Click <Calculate Duration> and <Monthly Schedule>. Do not enter comments. Click <Submit> to route and <Yes> to complete.
To find out more see: [http://upgrade.umn.edu/faculty/index.html](http://upgrade.umn.edu/faculty/index.html)

Business trips
UMN Policy: [http://www.policy.umn.edu/groups/ppd/documents/policy/Travel.cfm](http://www.policy.umn.edu/groups/ppd/documents/policy/Travel.cfm)
- Faculty and staff are asked to secure their own flights and make their own travel arrangements. For travel to regional meetings, a travel authorization form must be submitted prior to the trip (see next step).
- Travel Authorization form and process can be accessed from the IBP website: [http://physiology.med.umn.edu/department-resources/index.htm](http://physiology.med.umn.edu/department-resources/index.htm)
- Enter your EmplID # and password: ibpta. Include appropriate justification on form. Additional documentation such as meeting agenda and/or conference site URL may be requested by your approver(s).
  **NOTE: All travelers are expected to adhere to U of MN travel policy as outlined in [http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html](http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL.html)**
- Per diem rates must be entered on your travel authorization form for each trip. Please see the following website for current per diem rates: [http://www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877)
- Your travel authorization form must be APPROVED by your accountant and the IBP department administrator before being processed.
- Expense reimbursements. Please fill out the Employee Expense Reimbursement form on the IBP website at: [http://physiology.med.umn.edu/Forms/index.html](http://physiology.med.umn.edu/Forms/index.html)
  **Reminder: Keep all original receipts for documentation purposes.**
- Planning international travel? Visit [http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL_PROC04.html](http://www.policy.umn.edu/Policies/Finance/Travel/TRAVEL_PROC04.html) to register your travel.
For faculty teaching classes, if you are going to be away for two or more consecutive lectures (class periods) or a total of 5 class periods in a semester, please consult with Steve Katz (katzx001@umn.edu) ahead of time and provide your plans for course coverage.

**Sick time**
- If sick for more than 3 days, notification is required per Faculty Paid Medical Leave and Family Medical Leave Act (FMLA) policies.
- Sick time extending 3 days may be placed on FMLA.
- Supervisors are responsible to report sick time of their employees (notify Randi Lundell).
- More info on medical leave and FMLA can be provided by HR Specialist.

**HIRE/CHANGE OF APPOINTMENTS AND VOLUNTEERS**
- Contact HR Specialist, Megan Haspert (mhaspert@umn.edu), in advance about your intent of any hire including undergrad and grad students, general office help, post docs, research staff, civil service positions etc. The HR Specialist will help to determine job title and process any paper work, including offer letters.
- Official offers can only be made by the dept. head and after approval from the college. Any other unapproved offer is not legally binding.
- Most jobs require an official job posting and therefore require additional time.
- Other jobs can be hired through the departmental “blanket” postings.
- All paper work needs to be completed before the start date.
- Visiting research staff will be required to fill out a “Lab Use Assumption of Risk and Release of Liability for Volunteers and Visitors.”
- For international hires, please also see section on ISSS.
- See Hiring section for further information and process.

**HOSPITALITY**
[http://policy.umn.edu/finance/hospitality](http://policy.umn.edu/finance/hospitality)
- All expenses must withstand the test of public scrutiny and support the mission and purpose of the University!
- The event must be official University business.
- Hospitality is not allowed on sponsored projects (unless specifically specified in the proposal and approved).
- Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for hospitality.
- In addition to the 5 Ws, (who, what, when, where, and why) the following information is required on a expense report:
  - Business purpose for the expense, benefit gained or expected to be gained.
  - Location and date
o Names of attendees and their business relationship to you or the University (alumni, donor, occupation or their titles).

o For entertainment, the nature of the business discussion or activity that occurred immediately before or after the entertainment must be documented.

o Include an agenda or program of the event

o Please provide original receipts with list of itemized expenses.

o Alcohol is typically not reimbursable per UMN policy [http://policy.umn.edu/finance/hospitality](http://policy.umn.edu/finance/hospitality). Please contact Yang Chong (chong001@umn.edu) to verify if allowable.

o Meals for research groups are not considered hospitality (see next under on-campus business meetings).

o Amount per person including tax/tip should be reasonable and not exceed:
  - Dinner: $50-$75 / person
  - Lunch $15-$30 / person

o Spouse/guest of University employee’s requires prior departmental approval.

Employees who incur or approve expenses for hospitality, alcoholic beverages, entertainment, and other special expenses must exercise prudent judgment to ensure that the expenses are for legitimate University business and comply with the Expenses Allowability Grid, regardless of the funding source.

**Food for Staff Meetings**

- Food purchased for staff is only allowed as an occasional occurrence and must be modest in amount.

- The Hospitality Form must be completed and submitted along with the documentation for Employee Expense Reimbursement or PCard reconciliation. Justification for any food and/or beverages provided at staff meetings needs to include both the business purpose AND a copy of the meeting agenda. The Hospitality Form is available at [http://physiology.med.umn.edu/department-resources/index.htm](http://physiology.med.umn.edu/department-resources/index.htm).

- In addition, if a meeting with only University staff/faculty takes place over the noon hour and food is served, you need to be able to justify why the meeting could not have taken place at a different time of day and why the University should pay (or reimburse) for food provided.
  - A “working lunch” or “busy schedules” is not a justification.
  - A meeting held over the noon hour does not require lunch to be served.

**Group Meals (Visiting Scholars, Recruiting, etc.)**

- This type of group meal is typically held at an outside restaurant and is paid for with a University PCard or personal credit card of the faculty host.
• This type of group meal may also be hosted by faculty during business travel to conferences. However, employees may not use this policy to circumvent travel per diem limits. Employees are assumed to be in “travel” status for purposes of reimbursement unless a clear case for hospitality status can be made.

• The Hospitality Form must be completed and submitted along with the documentation for Employee Expense Reimbursement or PCard reconciliation. Original itemized receipts are required with complete justification (including the 5 Ws- who, what, when, where, and why).

• The Hospitality Form is available at http://physiology.med.umn.edu/department-resources/index.htm.

• Justification must include both the business purpose and benefit to the University.

• Amount per person including tax/tip should be reasonable and not exceed:
  o Dinner: $50-$75 / person
  o Lunch $15-$30 / person
  o Spouse/guest of University employee’s requires prior departmental approval.

**Tipping**

• Tipping is applicable to the purchase amount before sales tax is added.

• The maximum tip is 20% of the pre-tax purchase amount.

• Be aware of any tip (gratuity, service fee, etc.) automatically added to the bill by the restaurant, which is typical when a larger group of people is being served.

**Alcohol**

• Any alcohol must be purchased with private funds, and prior approval must be obtained and follow the guidelines of the Office of Risk Management: http://www.finsys.umn.edu/riskmgmt/riskmgmt.html

**Recognition/Appreciation Gifts**

• Staff and non-staff gifts must be non-cash and less than $100 including tax and delivery charges.

• Should be able to withstand public scrutiny.

• Recognition/appreciation gifts should be given to honor extraordinary service.

• All employees should be eligible to receive gifts.

• When gift cards are purchased for employees:
  o The names and employee ID numbers of the recipients must accompany the receipts and justification for reporting purposes.

• Flowers given to employees can only be purchased on private funds.
  o Foundation or private practice.
Gifts to non-staff must support the mission of the University and should be given to honor extraordinary service to the University.

In all cases, the reason for giving the gift must be documented.

**Hospitality Guidelines and Reminders**

- Hospitality expenses must withstand public scrutiny and be reasonable in nature.
- A completed Hospitality Form is required for all food purchases including University Dining Services (UDS).
- The Hospitality Form is available at: http://physiology.med.umn.edu/department-resources/index.htm.
- Employee reimbursement form is available http://physiology.med.umn.edu/department-resources/index.htm.

**Hospitality Policy Links**

Administrative Policy: Hospitality and Other Special Expenses (includes Alcoholic beverages): http://policy.umn.edu/finance/hospitality

- View APPENDICES and forms at http://policy.umn.edu/finance/hospitality
  - Hospitality, Alcoholic Beverages, and Other Special Expenses Allowability Grid
  - University Employee Recognition Awards

Administrative Policy: Alcoholic Beverage Sales and Service, and Venue Liquor Licensing http://policy.umn.edu/operations/alcohol

- View PROCEDURES and FORMS/INSTRUCTIONS at http://policy.umn.edu/operations/alcohol
  - Alcohol Use Application – University Organization
  - Application for Alcohol License

Administrative Policy: Documenting Financial/Accounting Transactions http://policy.umn.edu/finance/transaction

Units must ensure that the transaction justification and supporting documentation includes complete and transparent information about the transaction, to include:

- **WHO** initiated the transaction and who are the affected individuals or units?
- **WHAT** is the transaction for?
- **WHERE** did/will the activity take place (if applicable)?
- **WHEN** did/will the activity take place (if applicable)?
- **WHY** the transaction is being completed and how does the transaction relate to or benefit the account affected or charged?
ON CAMPUS BUSINESS MEETING INCLUDING MEALS/REFRESHMENTS

UMN Conference & Event Services: http://www.uces.umn.edu/
An expense report including the 5 Ws and an agenda of the meeting must be provided.

- Staff and research group meals and refreshments at meetings are limited to one per quarter and should have a nominal cost per person (nominal in these instances generally mean an amount equivalent to the travel per diem rate associated with the location/meal of the entertainment expense).
- Meals or refreshments served incidental to an educational or training event that lasts at least a half day are permitted.
- Meals or refreshments served incidental to an event where the participants of the event and benefactors to the meals and refreshments must pay to attend are permitted.
- Meals or refreshments served at an event where the participants are not employees or independent contractors of the department sponsoring or paying for the event and the event is central to the university related mission of the department are permitted.
- These meals and refreshments are not allowed on sponsored projects (unless specifically specified in the proposal and approved).
  
  **ALCOHOL requires a permit two weeks prior to the event:**
  http://policy.umn.edu/sites/policy.umn.edu/files/forms/um23p.pdf

- Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for hospitality.

OFF CAMPUS RETREATS AND MEETINGS

- Prior approval from the department head is required for events facilitated by departmental faculty and staff.
- When renting off-campus facilities, a signed contract is required, approved by the Office of General Counsel and our accounting team.
- An expense report including the 5 Ws and an agenda of the meeting must be provided.
- These meals and refreshments are not allowed on sponsored projects (unless specifically specified in the proposal and approved).
- Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for hospitality.
- Contact Yang Chong (chong001@umn.edu) with any questions concerning allowability.

MEMBERSHIP FEES FOR PROFESSIONAL SOCIETIES AND OTHER PROFESSIONAL ORGANIZATIONS

- Faculty members are encouraged to be active members in professional societies and other professional organizations related to their field.
- Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for membership fees/annual dues.
COMPUTERS AND SUPPLIES

Computer and computer peripherals
- Original computer and peripherals are provided by the department and/or through start-up funds to faculty (tenure track) only.
- Any additional equipment for offices and labs is the responsibility of the faculty member.
- For any purchase of a computer or peripherals, contact amun0130@umn.edu for help before ordering, so that items are compatible with U required software and policies and to guarantee the support from IT; IT will also help with the order.
- Contact amun0130@umn.edu for setting up any new items so that they will have all required security features installed.
- Contact amun0130@umn.edu or onikoo02@umn.edu for all technical problems.
- Contact amun0130@umn.edu or onikoo02@umn.edu to have your hard drive backed-up on the H-drive, and to have access to shared G-drive.
- Computers cannot be purchased on sponsored projects (unless specifically specified in the proposal and approved).
- Only discretionary funds, foundation gift accounts and IDC recovery accounts can be used.

Office Supplies:
Printing charges, paper, toner
- Printing paper for business purposes only will be provided by the department.
- Toner will be provided by the department for centrally available printers in IBP, and for faculty main offices. Departmental grad assistant office printer toners will also be provided by the department. Other research lab/office printer toners need to be purchased by responsible faculty member.
- Copy charges will be transferred to individual expense account monthly. It is essential to use appropriate code. Codes are provided by IBP Administration.
- Poster printing is available at approximately $3 per foot, charged to individual project accounts or faculty discretionary account.

General office supplies
- Supplies such as pens, note pads, paper clips, tape etc. will be provided by the department, for business purposes only.

Research Lab Supplies
- Supplies for research labs are the responsibility of the faculty member in charge of the lab.
  Please contact your administrative accountant for all questions related to lab purchases.

Teaching Lab Supplies
- Supplies for teaching labs will be provided by the department with appropriate justification and prior approval by the department head.
Teaching Materials:
- Books, references, magazines, publications etc. can be acquired from the publisher as desk copies; faculty discretionary funds can also be used.

PHONES
- The department provides and maintains most services, including set-up and repair.
- All special services need to be covered by responsible faculty member.
- Long distance charges for faculty are covered by the department, any extensive use will be charged to faculty.
- All long distance charges in research labs will be charged to faculty project or discretionary funds.
- Conference call set-ups will be charged to individual project.

POSTAGE
- Postage for business mail will be provided by department.
- Postage for larger mailings will be charged to individual projects and may be handled by Addressing & Mailing services. See Department Administration.

COURIER SERVICES
- Services for ISSS and SPA only will be covered by the department and charged to the appropriate account.
- Any other service will be charged to responsible faculty member's project/discretionary account.

PARKING
- Hang tags for “official vehicles” and “loading zone” for visitors and business purposes only are available at the IBP Main Office. Contact the Office for a tag or parking reservations.

FAREWELLS AND OTHER OCCASIONS
- Department will recognize special events such as farewells, birth of a child, major illness, or death for regular, long-term staff and faculty members in an amount not to exceed $100 including tax and delivery charges.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)
- Contact the Human Resources Specialist or 612-624-3687 ASAP with your intent to hire international students or scholars.
- J1 visa applications take an average of two months and cost $220, charged to faculty discretionary account.
• H1B visa applications take an average of 4 months and cost $1,800; a premium processing application takes about 2 months and cost $2,800 charged to faculty discretionary account.
• Applications for “Permanent Residency” are under the discretion of the supporting faculty member and need a three year commitment of appointment and funding; the department only supports applications for regular tenured/tenure-track faculty.

**FIRE ALARM, EMERGENCIES AND LAB INJURIES**

• An information sheet will be handed out to all new employees to inform them about procedures.
• The form will also be available on the departmental web site: [http://physiology.med.umn.edu/department-resources/index.htm](http://physiology.med.umn.edu/department-resources/index.htm).
• The IBP Lab Safety Plan is available on the IBP website. Please contact Bill Klein with lab safety questions at [kleino09@umn.edu](mailto:kleino09@umn.edu).
**HIRING PROCESS**

1. Determine staffing needs and your intent to hire an ungraduated student, graduate student, general office help, post docs, research staff, civil service positions, etc.
2. Contact the IBP Human Resource (HR) Specialist.
3. Accountants will verify the availability of funding.
4. Collaborate with HR Specialist to determine the appropriate job classification, job posting and salary level ([www1.umn.edu/ohr/toolkit/compensation/index.html](http://www1.umn.edu/ohr/toolkit/compensation/index.html)).
5. Position continues through the approval process and is reviewed by compensation.
6. Job is posted on U of M employment site ([www1.umn.edu/ohr](http://www1.umn.edu/ohr)).
7. Interview process begins and prepare for hire.
   a. Offer letter drafted by HR Specialist and approved by PI.
   b. Background check performed for applicant.
   c. After accepting the offer, the approved applicant will complete the Human Resources Information Form (HRIF). HR Specialist will assist approved applicant with the form.
8. HR Specialist will guide the new employee through the New Employee Checklist/Orientation process.
9. New employee reports for duty.

**VOLUNTEERS**

- Visiting research staff will be required to complete a “Lab Use Assumption of Risk and Release of Liability for Volunteers and Visitors” form.
- Contact the IBP Human Resource Specialist is using a volunteer.

**PROCESSING NEW HIRES**

*Building and Lab Access:*

Obtaining access to lab space.

- **Training - Go to:** [http://www.dehs.umn.edu/training_new_empl.htm](http://www.dehs.umn.edu/training_new_empl.htm)
  - Introduction to Research Safety
  - Chemical Safety
  - Chemical Waste Management
  - Radiation Safety Orientation (for access to AHC buildings)
  - Bloodborn Pathogens & Infectious Agents
  - Biological Safety in the Laboratory
- After completing the training, submit the Employee/Student Access form found at: [http://hub.ahc.umn.edu/facilities/research-building-management-services >Access >Building Access > Employee/Student Access form.
- Notify IBP Department Administration that you have submitted the access form and they will submit a Supervisor Approval Form.
- Bring your UCard to the CCRB information desk for verification.
- Access will be granted within 48 hours.
SAMPLE JOB DESCRIPTION

Job Classification Specification - Researcher 2

Required Qualifications
BA/BS with at least 2 years of experience or a combination of related education and work experience to equal six years; position involves comparing, verifying and reconciling data to help department achieve overall objectives.

Position Summary
Performs structured research-related work assignments requiring knowledge and experience in relevant discipline; still acquiring knowledge and skills. Builds unit-specific knowledge of processes and customers. Solves a range of straightforward problems. Analyze possible solutions using standard procedures. Receives some guidance and direction.

Responsibility for performing professional laboratory work in a research or clinical laboratory or carry out laboratory or field studies involving methods and techniques of the physical, natural or social sciences.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Assist in designing research projects; independently plan and perform complex, multi-step experimental analyses; record all experimental protocols and data; organize and interpret experimental results.

Run sample analyses. Prepare and run samples on various instruments and cleaning equipment.

Oversee the use of laboratory equipment, training personnel/volunteers and maintaining equipment as needed.

Perform experiments and analyze experimental samples. Generate sample/control analysis reports. Responsible for generating, recording, and analyzing data.

Perform everyday tasks such as laboratory cleanup (using aseptic technique), replenishing supplies as needed, remove hazardous and chemical waste.

Prepare labs by purchasing appropriate equipment and supplies. Organize and set up equipment for research projects.

Provide presentations reporting data and scientific findings.

Minimum Salary Requirements: $32,100
The specifics of this offer are outlined below:

- This is a [Click here and type percentage of appointment] percent time, [Click here and type number of months] month continuous appointment.

- The mutually agreed upon start date for this appointment is [Click here and type date/day/time]. Days and hours of work are [Click here and type work days and start and end time]. Please report to [Click here and type building location]. A map is enclosed for your convenience.

- Your annual salary based on your percentage of time is [Click here and type amount] with an hourly rate of [Click here and type hourly rate]. You will be paid bi-weekly (every other Wednesday). You may expect your first paycheck on [Click here and type date].

- This offer is contingent upon your ability to provide authorization to work in the United States and the University of Minnesota prior to the start date identified in this offer letter.

- This offer is contingent upon the successful completion of a background check. You will receive an email from the University’s background check vendor, General Information Services, Inc. (GIS) that will include the link to enter your personal information and authorization for the check. Please enter your information as soon as possible upon receipt of the eLink from GIS.

- As a University employee you are covered by Social Security and the Minnesota State Retirement System. If you work 50% time or more, you may also qualify for health, dental and life insurance programs. A summary of benefits that are tied to this position may be viewed on the web at http://www1.umn.edu/ohr/benefits/bensum/index.html.

- This appointment will provide vacation and sick leave to you as described in Rule 11 of the Civil Service Rules.
• In this position you will serve a probationary period of [Click here and type length].

• You have a right to review your personnel file once every six months while employed with the University of Minnesota. To exercise this right, you must submit a written request to review your file to [Click here and type unit's HR contact]. If, after reviewing your file, you dispute specific information, please inform your [Click here and type unit's HR contact]. The University may agree to remove or revise the disputed information. After you have had an opportunity to review your file, you may make a written request for a copy of the record at no cost to you.

(OPTIONAL – IF A CURRENT ACCURATE JOB DESCRIPTION EXISTS: Attached is a job description generally describing the current responsibilities of this position; they are subject to change.)

The University offers a comprehensive New Employee Orientation program to all new employees at the Twin Cities campus through the Office of Human Resources. This program will provide you with information to help you join the University community and get up-to-speed in your new position as quickly as possible. You can find out more about the program, as well as other resources you may be interested in as a new employee at: http://www1.umn.edu/ohr/newemployee/. To register for the program, you will need your University of Minnesota Internet ID and password. Talk to your supervisor to see if you can obtain that before you begin work.

For parking and transportation information, refer to http://www1.umn.edu/pts/ or call (612) 626-7275.

I would be happy to answer any questions you may have or provide clarity on your appointment. Should you decide to accept this position, please sign and date the original of this letter indicating that you have read and fully understand the provisions of your employment as explained in this letter. A copy of this letter is enclosed for your records. Please proceed to make an appointment with [Click here and type payroll staff member's name] at [Click here and type phone number] so that appropriate documents connected with your acceptance of this new position may be completed.

We look forward to working with you and anticipate that your employment here will be rewarding to both you and [Click here and type department/division/unit].

Sincerely,

[Click here and type Your Name]
[Click here and type Your Title]

I accept the position of [Click here and type job title] in the [Click here and type department/division/unit] and acknowledge receipt of this offer letter.

________________________________________________________________________  __________________________________________________________________
Signature                                           Date

________________________________________________________________________  __________________________________________________________________
22                                              University of Minnesota Department of Integrative Biology and Physiology    Rev. 01/16
Hiring of International Scholar – Abridged Checklist and Timeline

ISSS, 190 Humphrey Center 612-626-7100

HOSTING AN INTERNATIONAL SCHOLAR/POST-DOC

- Obtain approval for hire through departmental process, see HR Specialist and Department Administration
- Provide a faculty mentor
- Provide space, technology access, etc.
- Provide funding documentation
- Assign an official academic or civil service title and appointment documentation
- Visa required (typically the H-1B Scholar Visa) and accompanying documents
- Health insurance
- Arrival and orientation provided by UM (ISSS)

IMMIGRATION DOCUMENTS AND FEES

- See HR Specialist for list of required documents.
- Fees
  - J-1, $295
  - H-1B, $1,100 to ISSS, $325 filing fee, $500 Anti-fraud fee
    - Premium processing fee an additional $1,225

TIMELINE

J-1 Visa
- DS-2019 3-4 weeks

H-1B Visa
- I-797 (H-1B): initiated by U of M, 2-5 months
- H-1B Visa initiated by applicant, 1-2 months (obtained outside the U.S.)

COMPARISON OF VISA TYPES

- **H-1B** is a common status for non-immigrants with a Bachelor’s degree or higher to accept temporary employment, but there are other nonimmigrant statuses that permit professionals to work in the U.S.
- **F-1-OPT** students are usually eligible for 12 months of “practical training” work permission after (and sometimes before) graduation.
- **J-1** students are sometimes eligible for 18 months of academic training or 36 months in a post-doctoral research position with permission from the J-1 visa sponsor.
- **J-1** scholar may be employed as a non-tenure track teacher or researcher at his/her host institution, usually a university or research laboratory. The J-1 scholar visa is most often used for exchange visitors coming from and returning to their home countries. Note: Persons in J status may be subject to the 2-year Foreign Residence Requirement, which prohibits them from changing to another nonimmigrant status in the U.S.
- **J-2** Dependent of J-1s may apply for (and may or may not receive) general work permission from USCIS.
- **O-1** Used by persons of extraordinary ability; normally a recent university graduate would not meet the criteria set by the U.S. Citizenship and Immigration Services.
- **TN** (NAFTA Treaty) This status can be used by professional employees who are Canadian and Mexican citizens. Unlike the H-1B, there is no wage requirement and no petition to submit. Thus, the application procedure is much faster than an H-1B. The occupations covered are restricted to those allowed under NAFTA.

### RESOURCES

- ISSS Contact information: [http://www.isss.umn.edu](http://www.isss.umn.edu) Phone: 612-626-7100
- Forms available at [http://www.isss.umn.edu](http://www.isss.umn.edu)
- US Immigration Support: [https://www.usimmigrationsupport.org](https://www.usimmigrationsupport.org)
- Association of International Educators: [http://www.nafsa.org](http://www.nafsa.org)
Grants Guide for New Faculty

PROPOSAL CHECKLIST

- Print a copy of the program announcement and eligibility guidelines.
- Contact the agency program officer with any questions.
- **Contact your department grant coordinator at least 4-6 weeks prior to the agency deadline** to discuss budget preparation and grant submission process.
- Allow adequate time for completion of proposals. Please contact your grant coordinator at least 4 weeks ahead of time with your intent to submit a grant. Your grant coordinator will provide you with a specific deadline which depends upon the type of grant that you are submitting.

TRAINING CHECKLIST – FORMS AND TRAINING

- Complete training for **Responsible Conduct in Research (RCR), Course RC4100 – RCR Core Curriculum – Biomedical Sciences** Training (online through ULearn) at [http://research.umn.edu/reo/education/core.html](http://research.umn.edu/reo/education/core.html). You will have a year from your hire date to complete this process.
- Animal Approvals application and Training - IC1003 Animal Use Tutorial: (online through ULearn) [www.research.umn.edu/iacuc/](http://research.umn.edu/iacuc/). Training is offered by the Institutional Animal Care and Use Committee (IACUC) to meet federal, state and institutional regulations and to certify the eligibility of University employees to work with animals.
- Human Subjects application and training: [www.research.umn.edu/irb](http://research.umn.edu/irb). Training is offered by the Office of the Vice President for Research to meet federal regulations and to ensure that all investigators and research personnel receive basic training in protecting human subjects, regardless of the source of funding.
- Report of External Professional Activities (REPA) [https://eresearch.umn.edu/researchforms/repa.html](https://eresearch.umn.edu/researchforms/repa.html)

In addition to the core Responsible Conduct of Research (RCR) curriculum, additional instruction in specific topics may be required to be eligible as a principal investigator. Use the following links to learn more about the requirement for each area:

- [Environmental Health and Safety](http://www1.umn.edu/ohr/training/trainingservices/compliance/index.html) - training is offered by the Department of Environmental Health and Safety (DEHS) to meet numerous regulations and/or as a resource to encourage health and safety for all University community members.
HIPAA - training is offered on the HIPAA regulations and University policies and procedures by the Privacy Office, with the assistance of the Office of the Executive Vice President and Provost, to meet the HIPAA privacy regulations present standards to protect the privacy and security of individual health information.

Clinical Research Methodologies - training and education programs from the Clinical and Translational Sciences Institute (CTSI) to meet the needs of interdisciplinary CTS faculty, students, researchers and teams at the university. This course can be used by bio-medical clinical researchers to complete the human subjects protection requirement.

Review if applicable:
- IDC waiver
- Human Subjects protocol
- PRF electronic approval signing process
- Funding opportunities
- Office of the Vice President for Research and Policy www.research.umn.edu
- University of Minnesota Policies www.policy.umn.edu
- Hiring process www.umn.edu/ohr/policies/

ANIMALS AND ANIMAL CARE AND USE PROTOCOL (ACUP)

1. eProtocol: Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC) and Controlled Substances applications are submitted through eProtocol.
   http://www.research.umn.edu/about/eprotocol.html
3. Training and Certification to work with animals. Complete the Online Certification Training at http://www.research.umn.edu/iacuc/training/index.html
4. Check for additional optional training requirements for Research Occupational Health Program (ROHP), CITI, RAR, EHS, NIH OLAW, etc.)
   http://www.research.umn.edu/iacuc/training/index.html

USEFUL LINKS

MNPI Center Website: http://www.mnpicenter.umn.edu

Grant Proposal Development Time Line and Support Service

The Principal Investigator is the primary individual responsible for all aspects of proposal development, submission, and subsequent award management. Service providers are available for assistance and support. This schedule assumes a minimum one month timeline.

<table>
<thead>
<tr>
<th>Proposal Development &amp; Submission Tasks</th>
<th>Recommended Time Line</th>
<th>Department and College Services</th>
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<tr>
<td></td>
<td>Consult Agency Funding Announcement for Specific Deadlines</td>
<td>Responsibility of PI</td>
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<tr>
<td>Identify Funding Source</td>
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<td>x</td>
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<tr>
<td>Review Funding Announcement, Establish Program Contacts</td>
<td>WEEK 1</td>
<td>x</td>
</tr>
<tr>
<td>Develop Overall Timeline, Establish Work Plan, roles &amp; responsibilities</td>
<td>WEEK 1</td>
<td>x</td>
</tr>
<tr>
<td>Set-Up in EGMS</td>
<td>WEEK 2</td>
<td>x</td>
</tr>
<tr>
<td>Proposal Narrative</td>
<td>WEEK 2</td>
<td>x</td>
</tr>
<tr>
<td>Budget Development (including item justifications)</td>
<td>WEEK 2</td>
<td>x</td>
</tr>
<tr>
<td>Appendices. (e.g. Letters of Support, Institutional Review for use of Animal Subjects)</td>
<td>WEEK 3</td>
<td>x</td>
</tr>
<tr>
<td>Fine Tuning – Editing</td>
<td>WEEK 3</td>
<td>x</td>
</tr>
<tr>
<td>Proposal Assembly</td>
<td>WEEK 4</td>
<td>x</td>
</tr>
<tr>
<td>Final Review</td>
<td>WEEK 4</td>
<td>x</td>
</tr>
<tr>
<td>PRF - Routing for Department and Dean's office Review &amp; Approvals (Electronic Signatures) - Allow sufficient time - particularly if approvals are needed outside of MNPI departments</td>
<td>7-14 Business Days before Agency Due Date</td>
<td>x</td>
</tr>
<tr>
<td>Delivery to Sponsored Projects Administration (SPA):</td>
<td>3 business days prior to submission deadline</td>
<td>x</td>
</tr>
</tbody>
</table>
### MNPI Center Support Providers

*Grants Manager:
Kristi Hendricksen  
Neuroscience  
Voice: 612-624-5160  
Email: hendro56@umn.edu

*Grant Coordinators:
Karen Hawkinson  
Neuroscience  
Voice: 612-626-6686  
Email: hawki039@umn.edu

Randi Lundell  
IBP  
Voice: 612-626-4925  
Email: rmlunde@umn.edu

Megan Ruf  
Microbiology and Immunology  
Voice: 612-624-6190  
Email: rufx0007@umn.edu

Jean Wang  
IBP  
Voice: 612-625-9137  
Email: jmwang@umn.edu

Lynn Weber  
Pharmacology  
Voice: 612-626-6902  
Email: weber117@umn.edu

*Sponsored Projects Administration
Information: 612-624-5599  
Web: www.opsa@umn.edu

*Electronic Grants Management System (EGMS)
& Proposal Routing Form (PRF) Access
Information: 612-624-1600  
Web: www.egms@umn.edu
Graduate Student Appointment Letter Checklist

http://www1.umn.edu/ohr/toolkit/letters/gaappt/index.html

An appointment letter for a Graduate Assistant position must include each of the following provisions:

1. University job title and corresponding job code.
2. Working job title, if different from the University job title.
3. Student ID.
4. Specific University of Minnesota college/campus/administrative unit and, if applicable, department/division for this position.
5. Kind of appointment (e.g., regular annual, conditional annual, single-semester, or flexible hourly).
6. Percent time of appointment (e.g., 25% - 10 hours/week, 50% - 20 hours/week).
7. Length of appointment.
8. NOTE: If you are a nonnative speaker of English being offered a Teaching Assistantship, the Administrative Policy: Language Proficiency Requirements for Teaching Assistants will apply to you.
9. Actual beginning and, if known, end dates of the appointment.
10. Hours of work.
11. Chief governing document for the position – the Graduate Assistant Employment Policy at http://policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT.html.
13. Reference to tuition benefits.
14. Reference to students' responsibility to pay all student fees.
17. If appropriate, whether the job offer is contingent on something.
18. This offer is contingent upon the ability to provide authorization to work in the United States and the University of Minnesota prior to the start date identified in the offer letter.
19. Right to review the employee's personnel file once every six months while employed with the University of Minnesota. To exercise this right, the employee must submit a written request to review their file to the unit HR contact. If, after reviewing the file, the employee disputes specific information, he/she should inform their unit HR contact. The University may agree to remove or revise the disputed information. After the employee has had an opportunity to review their file, he/she may make a written request for a copy of the record at no cost to the employee.
20. Indicate that employee must continue to comply with any and all licensing, certification, work eligibility, and other requirements of the position, as set forth in the position description.
21. Signature of authorized hiring authority.
22. Signature of the employee accepting the term and conditions of the position as described in the letter.
# Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AA</td>
<td>Account Administrator</td>
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<tr>
<td>AHC</td>
<td>Academic Health Center</td>
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<tr>
<td>CCRB</td>
<td>Cancer Cardiovascular Research Building</td>
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<td>CS</td>
<td>Controlled Substances</td>
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<td>CSAB</td>
<td>Clinical and Scientific Advisory Board</td>
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<td>DEHS</td>
<td>Department of Environmental Health &amp; Safety</td>
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<td>DHHS</td>
<td>Department of Health and Human Services</td>
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<tr>
<td>DOD</td>
<td>Department of Defense</td>
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<td>DRA</td>
<td>Departmental Research Administrators</td>
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<tr>
<td>DUNS</td>
<td>Database Universal Numbering System</td>
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<td>F&amp;A</td>
<td>Facilities and Administrative costs</td>
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<td>FAR</td>
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<td>EGMS</td>
<td>Electronic Grant Management System</td>
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<td>FSR</td>
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<td>IBC</td>
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<td>IBP</td>
<td>Integrative Biology and Physiology</td>
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<td>Indirect Cost Recovery</td>
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<td>MNPI</td>
<td>Microbiology, Neuroscience, Pharmacology, Integrative Biology and Physiology</td>
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<td>Purchasing Card</td>
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<td>REPA</td>
<td>Report of External Professional Activities</td>
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<td>RFA</td>
<td>Request for Application</td>
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<td>RFP</td>
<td>Request for Proposal (commonly referred to as the FAR)</td>
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<td>RIO</td>
<td>Research Integrity Officer</td>
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<td>ROC</td>
<td>Report of Outside Consulting</td>
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<td>Research Performance Progress Report</td>
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<td>UMF</td>
<td>University of Minnesota Foundation</td>
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