IBP

Departmental Handbook

UNIVERSITY OF MINNESOTA
Driven to Discover

Integrative Biology and Physiology
Medical School

Revised 09-2017
Table of Contents

I. Integrative Biology and Physiology (IBP) Department ................................................................. 4
   IBP Department Addresses ............................................................................................................. 4
   MNPI Administrative Center ......................................................................................................... 4
   IBP Organizational Chart .............................................................................................................. 5

II. “Onboarding” – New Faculty/Staff/Graduate Student Process ..................................................... 6
   Your University Email Account ...................................................................................................... 6
   Completing Your Employment Eligibility Verification ................................................................ 6
   Human Resources Employee Self-Service ......................................................................................... 6
   Getting Your U Card ......................................................................................................................... 6
   Obtaining Keys to Your Office ......................................................................................................... 6
   Parking and Transportation .............................................................................................................. 6
   Obtaining Access to Buildings and Lab Space ............................................................................... 7
   Access to Research Animal Resources (RAR) Space ................................................................. 7
   Ordering Your Professional Business Card .................................................................................. 7
   Telephone/Data Services ............................................................................................................... 7
   Register for Experts@Minnesota ...................................................................................................... 7

III. IBP Departmental Guidelines for Faculty and Research Staff (Professional & Administrative
     Job Classification) ......................................................................................................................... 8
   Absences ........................................................................................................................................ 8
      Vacation/Absence Reporting ......................................................................................................... 8
      Business Trips ............................................................................................................................... 8
      Sick Time .................................................................................................................................... 9
   Hires/Change of Appointments and Volunteers ........................................................................... 9
   Hospitality ...................................................................................................................................... 9
      Hospitality Overview ................................................................................................................... 9
      Food for Staff Meetings .............................................................................................................. 10
      Group Meals (Visiting Scholars, Recruiting, etc.) .................................................................... 10
      Tipping ........................................................................................................................................ 11
      Alcohol ...................................................................................................................................... 11
      Recognition/Appreciation Gifts ................................................................................................. 11
      Hospitality Guidelines and Reminders ....................................................................................... 11
      Hospitality Administrative Policy Links ................................................................................... 12
   On Campus Business Meetings Including Meals/Refreshments .................................................... 12
   Off Campus Retreats and Meetings ............................................................................................... 13
   Membership Fees for Professional Societies and Professional Organizations ............................ 13
   Computer and Supplies .................................................................................................................. 13
      Computers, Supplies and Peripherals ....................................................................................... 13
      Printer Supplies and Printing Charges ...................................................................................... 13
General Office Supplies ................................................................. 14
Research Lab Supplies ................................................................. 14
Teaching Lab Supplies ................................................................. 14
Teaching Materials ................................................................... 14
Ordering Supplies .................................................................... 14
Phones ...................................................................................... 15
Postage ..................................................................................... 15
Courier Services ....................................................................... 15
Parking ...................................................................................... 15
Farewells and Other Special Occasions .................................. 15
International Student and Scholar Services (ISSS) ............... 15
Fire, Alarms, Emergencies and Lab Injuries ......................... 16

IV. Human Resources ................................................................. 17
Hiring Process ........................................................................ 17
Keys, Building and Lab Access for New Lab Hires............... 17
Graduate Student Appointment Letter Checklist .................. 18
MNPI Civil Service/Labor-Represented Staff and Non-Faculty P&A Onboarding Checklist ........................................... 19
MNPI Civil Service/Labor-Represented Staff and Non-Faculty Offboarding Checklist .................................................. 21
Important FAQs - Staff & Non-Faculty P&A End of Appointment .......................................................... 23
Sample Job Description ............................................................ 25
Staff Hire Offer Letter Template ............................................. 26
  Hiring an International Scholar – Abridged Checklist and Timeline .......................................................... 28
  Hosting an International Scholar or Post-Doc ..................... 28
  Immigration Documents and Fees ...................................... 28
  Timeline ............................................................................... 28
  Comparison of Visa Types .................................................... 28
  International Resources ........................................................ 29
Hiring and Working with Volunteers .................................... 29
Respectful Workplace Information ......................................... 30
Successful Communication Tips ............................................. 31

V. Faculty Promotion and Tenure ........................................... 33
Office of Faculty Affairs .......................................................... 33
Checklist for Faculty (Promotion and Tenure) ......................... 34
IBP Dossier Timeline ............................................................... 35

VI. Grants Guide ........................................................................ 36
Proposal Checklist .................................................................. 36
Training Checklist – Forms and Training ................................ 36
Animals and Animal Use/Care Protocol (IACUC) ..................... 37
Grant Proposal Development Timeline and Support Service .................................................................. 38
MNPI Center Grant Support ..................................................... 39
VII. Annotated University Policies (select list) ................................................................. 40
   Acceptable Use of Information Technology Resources ............................................ 40
   Code of Conduct ........................................................................................................ 40
   Conflict Resolution Process for Employees ............................................................ 40
   Employee Performance Evaluation and Development ............................................. 40
   External Activities .................................................................................................... 40
   Hospitality ................................................................................................................ 40
   Research Misconduct ............................................................................................... 40
   Sexual Misconduct ................................................................................................... 41
   Student Conduct Code ............................................................................................ 41

VIII. Useful Resources and Links ................................................................................. 42
IX. Living in the Twin Cities ....................................................................................... 42
X. Acronyms ................................................................................................................. 43
I. Integrative Biology and Physiology (IBP) Department
www.physiology.umn.edu

Please contact the IBP Main Office in Jackson Hall for Current Directory Listings
Email: ibpdept@umn.edu

IBP Department Addresses

6-125 Jackson Hall
321 Church St. SE
Minneapolis, MN 55455-0220
Phone: 612-625-5149
Fax: 612-625-5902

Cancer Cardiology Research Building (CCRB)
2231 - 6th St. SE
Minneapolis, MN 55455-0001
Campus Delivery Code: 2812
Fax: 612-301-1229

Please note that the IBP department is part of the MNPI Administrative Center (Microbiology, Neuroscience, Pharmacology, Integrative Biology and Physiology). It is advisable to routinely refer to the MNPI Center website for updated information on MNPI Center contacts, financial forms and administrative processes.

MNPI Administrative Center
www.mnpicenter.umn.edu

MNPI Center Director: Debra Janis djanis@umn.edu
MNPI Center HR Manager: Colleen O’Neill oneilo09@umn.edu
MNPI Center Finance Manager: Debi Marsh mars0061@umn.edu
MNPI Center Grants Manager: Kirsti Hendricksen hendro56@umn.edu
IBP Organizational Chart

Joseph Metzger
Department Head
Integrative Biology and Physiology

Alessandro Bartolomucci
Director of IBP Phenotyping Core

Steve Katz
Director of Education

Catherine Kotz
Director of Graduate Studies

Vincent Barnett
Director of Undergraduate Education

Dalay Olson
Assistant Director of Undergraduate Education

Randi Lundell
IBP Administrative Director

Jean Otto
MNPI Grant Coordinator

IBP Administrator

Jane Barnard
IBP Student Support Specialist:
PHLS and ANAT Courses
Grad Program Assistant

Bill Klein
IBP Teaching & Lab Safety Officer

Debra Janis
MNPI Center Director

Debi Marsh
MNPI Finance Manager

Yang Chong
Accountant for IBP Dept. Accts.

Kathy Schneekloth
Purchasing & Reimbursements

Kirsti Hendricksen
MNPI Grants Manager

Karen Hawkins
MNPI Grant Coordinator

Colleen O'Neill
MNPI Human Resources Manager

Gregg Amundson
IT Support
II. “Onboarding” – New Faculty/Staff/Graduate Student Process

Your University Email Account
Go to: http://search.umn.edu. Enter your first and last name in the Search for People field. If your name appears, your account (x500) 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: 6-145 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 6-145 Jackson Hall before you go to the International Student and Scholars office (http://www.isss.umn.edu). You will need to do this as soon as you arrive.

Human Resources Employee Self-Service
MyU: www.myu.umn.edu/ and Employee Center page (in your MyU 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 U Card
Bring your driver’s license, state ID, or passport to:
- U Card Coffman Office
  Coffman Memorial Union, Room G22
  300 Washington Avenue SE
  612-626-9900
- Regular Hours: Weekdays 8:00 am – 4:30 pm

Obtaining Keys to Your Office
Go to: IBP Administration at 6-125 Jackson Hall or 3-152 CCRB. You will need your U Card. Department Administration will make a copy of the U Card and request keys for you. Keys will be available in 1-2 business days from the information desk of your building.

Parking and Transportation
Go to: http://pts.umn.edu/ for information on contract parking and metro bus passes.
**Obtaining Access to Buildings and 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: [https://hub.ahc.umn.edu/facilities/research-building-management-services](https://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 U Card 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/](http://www.ahc.umn.edu/rar/).

**Ordering Your Professional Business Card**


**Telephone/Data Services**

Go to: [https://it.umn.edu/voice-network-services](https://it.umn.edu/voice-network-services). Departmental staff will order initial office telephone services.

**Voicemail**: [https://it.umn.edu/technology/unified-messaging](https://it.umn.edu/technology/unified-messaging)

**Telephone Guides**: [https://it.umn.edu/telephone-guides](https://it.umn.edu/telephone-guides)

**Unified Messaging Guides**: [https://it.umn.edu/technology/unified-messaging?km](https://it.umn.edu/technology/unified-messaging?km)

**Register for Experts@Minnesota**

Go to: [http://experts.umn.edu](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.
III. IBP Departmental Guidelines for Faculty and Research Staff  
(Professional & Administrative Job Classification)

Absences

Vacation/Absence Reporting

U of M Policy: https://policy.umn.edu/hr/academicvacation-proc01.

- 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 MyU. Navigate to MyU > 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: https://hub.med.umn.edu.

Business Trips

U of M Policy: https://policy.umn.edu/finance/travel

- 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: https://hub.med.umn.edu/administrative-services/administrative-centers/mnpi/about-mnpi.
- Enter your Employee ID Number (Empl ID) 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 the U of M travel policy as outlined in https://policy.umn.edu/finance/travel.**
- Per diem rates must be entered on your travel authorization form for each trip. Please see the following website for current per diem rates: https://policy.umn.edu/finance/travel-appp.
- Travel authorization forms 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 MNPI website at: https://hub.med.umn.edu/administrative-services/administrative-centers/mnpi/financial-resources.

  **Reminder: Keep all original receipts for documentation purposes.**
- International travel, visit http://global.umn.edu/travelregistry/ 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 the IBP Director of Education ahead of time and provide your plans for course coverage.
Sick Time
- If you are 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 the sick time of their employees (notify Randi Lundell).
- More information on medical leave and FMLA can be provided by HR Specialist.

Hires/Change of Appointments and Volunteers
- Contact your MNPI HR Specialist (see MNPI website) in advance about your intent to hire including undergrad and graduate students, general office help, post docs, research staff, civil service positions, etc. The HR Specialist will help to determine the appropriate job title and process any paper work, including offer letters.
- Official offers can only be made by the department 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 see the section on ISSS.
- See Hiring section (IV. Human Resources) for further information about the hiring process.

Hospitality Overview
U of M Policy: [https://policy.umn.edu/finance/hospitality](https://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 for official University business.
- Hospitality is not allowed to be charged to sponsored project accounts (i.e., grants) 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 an expense report:
  - Business purpose for the expense, benefit gained or expected to be gained.
  - Location and date
  - Names of attendees and their business relationship to you or the University (alumni, donor, occupation or their titles).
  - For entertainment, the nature of the business discussion or activity that occurred immediately before or after the entertainment must be documented.
  - Include an agenda or program of the event
  - Please provide original receipts with list of itemized expenses.
- Alcohol is typically not reimbursable per U of M policy. Please contact accountant, Yang Chong (chong001@umn.edu), to verify if the purchase would be allowable.
- Meals for research groups are not considered hospitality (see on campus business meetings p.11).
- Amount per person including tax/tip should be reasonable and should not exceed:
  - Dinner: $50 - $75 / person
  - Lunch: $15 - $30 / person
- A spouse/guest of University employees 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 Procurement Card (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: https://hub.med.umn.edu/administrative-services/administrative-centers/mnpi/financial-resources.
- 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 the 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: [https://hub.med.umn.edu/administrative-services/administrative-centers/mnpi/financial-resources](https://hub.med.umn.edu/administrative-services/administrative-centers/mnpi/financial-resources).
- Justification must include both the business purpose and benefit to the University.
- Amount per person including tax/tip should be reasonable and should not exceed:
  - Dinner: $50 - $75 / person
  - Lunch: $15 - $30 / person
  - A spouse/guest of University employees 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, but prior approval must be obtained and the guidelines of the Office of Risk Management must be followed: [http://finsys.umn.edu/riskmgmt/](http://finsys.umn.edu/riskmgmt/).

### 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 only be given to honor extraordinary service.
- All employees should be eligible to receive gifts.
- When gift cards are purchased for employees, 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 non-sponsored private funds and cannot exceed $100.
- Gifts to non-staff must support the mission of the University and should only 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: [https://hub.med.umn.edu/administrative-services/administrative-centers/mnpi/financial-resources](https://hub.med.umn.edu/administrative-services/administrative-centers/mnpi/financial-resources).
- Employee reimbursement form is available at: [https://hub.med.umn.edu/administrative-services/administrative-centers/mnpi/financial-resources](https://hub.med.umn.edu/administrative-services/administrative-centers/mnpi/financial-resources).
Hospitality Administrative Policy Links

Administrative Policy: Hospitality and Other Special Expenses (including alcoholic beverages) [https://policy.umn.edu/finance/hospitality](https://policy.umn.edu/finance/hospitality).

- View APPENDICES and FORMS at: [https://policy.umn.edu/finance/hospitality](https://policy.umn.edu/finance/hospitality).
  - Hospitality, Alcoholic Beverages, and Other Special Expenses Allowability Grid
  - University Employee Recognition Awards


- View PROCEDURES and FORMS/INSTRUCTIONS at: [https://policy.umn.edu/operations/alcohol#formslink](https://policy.umn.edu/operations/alcohol#formslink).
  - Alcohol Use Application – University Organization
  - Application for Alcohol License


- 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 Meetings Including Meals/Refreshments

U of M Conference & Event Services: [https://uces.umn.edu/](https://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 means 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 to be charged to sponsored project accounts (i.e., grants) unless specifically specified in the proposal and approved.

ALCOHOL requires a permit that must be obtained two weeks prior to the event. [https://policy.umn.edu/forms/search?combine=alcohol](https://policy.umn.edu/forms/search?combine=alcohol)
• Only discretionary funds, foundation gift accounts, and Indirect Cost (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 to be charged to sponsored project accounts (i.e., grants) unless specifically specified in the proposal and approved.
• Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for hospitality.
• Contact accountant, Yang Chong (chong001@umn.edu), with any questions concerning allowability.

**Membership Fees for Professional Societies and 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.

**Computer and Supplies**

**Computers, Supplies and Peripherals**
• Original computer and peripherals are provided by the department and/or through start-up funds to faculty.
• Any additional equipment for offices and labs is the responsibility of the faculty member.
• For any purchase of a computer or peripherals, contact Gregg Amundson (amun0130@umn.edu) for help before ordering, so that items are compatible with U of M required software and policies and to guarantee the support from Information Technology (IT). IT will also help with the order.
• Contact Gregg Amundson (amun0130@umn.edu) for setting up any new items so that they will have all required security features installed.
• Contact Gregg Amundson (amun0130@umn.edu) or Lateeph Onikoro (onik0002@umn.edu) for all technical problems.
• Contact Gregg Amundson (amun0130@umn.edu) or Lateeph Onikoro (onik0002@umn.edu) to have your computer connected to the network servers.
• Computers cannot be purchased using funds from sponsored projects (i.e., grants) unless specifically specified in the proposal and approved.
• Only discretionary funds, foundation gift accounts and IDC recovery accounts can be used.

**Printer Supplies and Printing Charges**
• Printer paper, used 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. Toner for departmental graduate assistant office printers will also be provided. Toner for research lab/office printers need to be purchased by the responsible faculty member.

• **Copy charges** will be transferred to the appropriate individual’s 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 and is charged to individual project accounts or to a faculty discretionary account.

**General Office Supplies**

• Supplies such as pens, note pads, paper clips, tape, etc., used for business purposes only, will be provided by the department.

**Research Lab Supplies**

• Supplies for research labs are the responsibility of the faculty member in charge of the lab. *Please contact the accountant assigned to the faculty member for all questions related to lab purchases.*

**Teaching Lab Supplies**

• Supplies for teaching labs will be provided by the department with appropriate justification. Departmental approval is required for purchases over $1000.

**Teaching Materials**

• Books, references, magazines, publications, etc. can be acquired from the publisher as desk copies. Faculty discretionary funds can also be used.

**Ordering Supplies**

There are two levels of access for entering the ordering system. The first level is **U Market** ordering, and the second level is **Standard** ordering. **Standard** ordering gives access to place orders for specialty items not found in **U Market**. In the IBP department, the labs have at least one person who has been assigned access to Standard ordering. Training for Standard ordering is longer than the training for U Market ordering.

For **U Market** ordering, go to: [http://umarket.umn.edu/](http://umarket.umn.edu/).

• There is a list of roles on this page (“Approvers,” “Bills,” etc.). Choose the “**Purchasing**” option.

• In the “**Purchasing**” section, go to the last item on the list, “**Requesters.**” In the module entitled, “**U Market Only Access for Requesters Course,**” is the **training section** for **U Market**.

For **Standard** ordering, go to ULearn: [https://humanresources.umn.edu/working-u/ulearn](https://humanresources.umn.edu/working-u/ulearn).

• Sign in with your Internet ID and password.

• Once signed in, you can start taking the online courses and also enroll in the instructor-led classes that are held at the West Bank Office Building (WBOB).

• Below are the courses you will need to take and the **order in which they must be taken:**
1. **Basic Accounting 1** - an online class taken on ULearn, followed by an online test on ULearn.
2. **Chart of Accounts** - an all-day, instructor-led, class held at the WBOB. Register for this on ULearn. When you complete the class, there is an online test on ULearn.
3. **Vendor Inquiry** - an online class taken on ULearn, followed by online test on ULearn.
4. **Create Requisitions** - a 2-day, instructor-led, class held at the WBOB. Register for this on ULearn. When you complete the class, there is an online test on ULearn.

When the training is complete, notify ibppurc@umn.edu to have an Access Request Form created.

**Phones**
- The department provides and maintains most phone services, including set-up and repair.
- All special phone services need to be covered by responsible faculty member.
- Long distance charges for faculty are covered by the department, however, any extensive long distance use will be charged to faculty.
- All long distance calls made in research labs will be charged to faculty’s project or discretionary funds.
- Conference call set-ups will be charged to an 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. Contact the IBP Department Administrator.

**Courier Services**
- Only courier services to International Student and Scholar Services (ISSS) and Sponsored Projects Administration (SPA) will be covered by the department and charged to the appropriate account.
- Courier service to any other locations will be charged to the responsible faculty member’s project/discretionary account.

**Parking**
- Hang tags for “official vehicles” and “loading zones” that are used 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 Special Occasions**
- The department recognizes special events such as farewells, birth of a child, major illness, or death that pertain to regular, long-term staff and faculty members and will pay for flowers or a gift in an amount not to exceed $100 including tax and delivery charges.

**International Student and Scholar Services (ISSS)**
- Notify your assigned Human Resources Specialist or 612-624-3687 ASAP of your intent to hire international students or scholars.
• **J1 Visa** applications take an average of two months to process and cost $220, which is charged to a faculty’s discretionary account.

• **H1B Visa** applications take an average of 4 months to process and cost $1,800. However, a premium processing application takes about 2 months to process and costs $2,800. These applications will be charged to the faculty’s 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 those applications that are requested by regular tenured/tenure-track faculty.

**Fire, Alarms, Emergencies and Lab Injuries**

• The Department of Environmental Health and Safety (DEHS) ensures the safety of the U of M community. It provides consulting services, training programs, and regulatory compliance support for all U of M community members. [http://www.dehs.umn.edu/](http://www.dehs.umn.edu/).

• A copy of the IBP Lab Safety Plan is available on the IBP website at: [https://www.physiology.umn.edu/research/department-resources](https://www.physiology.umn.edu/research/department-resources).

• For lab safety questions, contact Bill Klein ([kleino09@umn.edu](mailto:kleino09@umn.edu)).
IV. Human Resources

Hiring Process
1. Determine your staffing needs and your intent to hire general office help, an undergraduate student, graduate student, post docs, research staff, civil service positions, etc.
2. Contact your MNPI Human Resource (HR) Specialist listed at www.mnpicenter.umn.edu.
3. HR will contact your assigned accountant to verify the availability of funding to support the position.
4. Collaborate with the HR Specialist to determine the appropriate job classification, job posting and salary level (https://humanresources.umn.edu/leader-manager-resources/managers-tools).
5. The position continues through the approval process and is reviewed by compensation.
6. The job position is then posted on the U of M employment site https://humanresources.umn.edu/.
7. Interview process begins and prepare for hire.
   a. Offer letter drafted by the HR Specialist and approved by the faculty member.
   b. Background check performed on applicant.
   c. After accepting the offer, the approved applicant will complete the Human Resources Information Form (HRIF). The HR Specialist will assist the approved applicant with the form.
8. The HR Specialist will guide the new employee through the New Employee Checklist/Orientation process. See MNPI Civil Service/Labor-Represented Staff and Non-Faculty P&A Onboarding Checklist on page 19.

Keys, Building and Lab Access for New Lab Hires
Special training is required for all new hires who will be working in a research lab.
   • The following online training is required - Go to: http://www.dehs.umn.edu/training_new_empl.htm.
      - Introduction to Research Safety
      - Bloodborne Pathogens & Infectious Agents
      - Biological Safety in the Laboratory
      - Chemical Safety
      - Chemical Waste Management
      - Radiation Safety Orientation (required for access to AHC buildings)
   • After completing the online training, login, complete and 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 U Card to the Cancer & Cardiovascular Research Building (CCRB) information desk for verification.
   • Building access will be granted within 48 hours.
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 that the Administrative Policy: Language Proficiency Requirements for Teaching Assistants will apply to nonnative English speakers who are offered a teaching assistantship.
9. Actual beginning and, if known, end dates of the appointment.
10. Hours of work (i.e., 8:00 am-5:00 pm)
11. Reference to the Graduate Assistant Employment Policy.
12. Salary amount.
13. Reference to tuition benefits.
14. Reference to students' responsibility to pay all student fees.
15. Reference to Graduate Assistant Health Insurance Plan.
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.
### MNPI Civil Service/Labor-Represented Staff and Non-Faculty P&A Onboarding Checklist

**Employee Name:**

**Employee Supervisor:**

**Employee ID:**

**Employee X.500:**

#### OFFER ACCEPTED

<table>
<thead>
<tr>
<th>TASK</th>
<th>RESPONSIBILITY</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm start date when offer is accepted and then notify HR.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Prepare official letter and send to supervisor and new hire for</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>signatures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiate background check &amp; notify supervisor once completed.</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Enter appointment into PeopleSoft and share EE ID &amp; x.500 with</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>supervisor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send HRIF form to employee.</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Add new employee to relevant Google groups and email lists.</td>
<td>HR</td>
<td></td>
</tr>
</tbody>
</table>

#### NEW HIRE PREPARATION

<table>
<thead>
<tr>
<th>TASK</th>
<th>RESPONSIBILITY</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform new employee about office location and start time/location</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>on first day. Direct to OHR “What to Expect” employee checklist:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="https://humanresources.umn.edu/new-employees/what-expect">https://humanresources.umn.edu/new-employees/what-expect</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announce new hire to workgroup, department, etc. (e.g., by email,</td>
<td>Supervisor/HR/</td>
<td></td>
</tr>
<tr>
<td>newsletter).</td>
<td>Admin staff</td>
<td></td>
</tr>
<tr>
<td>Assign a mentor (orientation buddy) for new hire.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Send new hire the I-9 link and instructions on IDs to bring with on</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>their first day.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Schedule employee’s first day:</strong> time to get U Card, meet with HR,</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>intros to other employees, meet with other contacts, tour office,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and welcome lunch (if possible).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule University New Hire Orientation.</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td><strong>Set Up New Hire’s Office:</strong> clean work area, gather office</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>supplies, keys, business cards, phone installation, order computer.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrange for Building Access &amp; Keys: Obtain keys if needed.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td><strong>Set Up IT Access:</strong> Enterprise wide system request, shared</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>drives, set up printer, access requests (e.g., HRTS4, PeopleSoft,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OIT Data Request Form, eRA Commons).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Procurement Card:</strong> Notify finance staff if new hire will need a</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Procurement/Purchasing card and direct new hire to online training.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Employee Training:</strong> Plan job/department-specific training needed.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>For Foreign Nationals - send instructions re: ISSS, OHR, and/or social</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>security cards.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### FIRST DAY

<table>
<thead>
<tr>
<th>TASK</th>
<th>RESPONSIBILITY</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Orientation:</strong> Introductions, building/floor tour, emergency procedures for area/office, what to do in a snow storm (essential employee), provide department or center-specific materials, mailbox location, supply/copy room, kitchen, email set up, calendaring. See Getting Started from OIT: <a href="https://it.umn.edu/getting-started-guide">https://it.umn.edu/getting-started-guide</a>.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td><strong>Center/Department Orientation:</strong> Department policies/procedures, department dress norms, lunch/break policies, time off requests, mail, phone, garbage pick-up, provide org charts, department phone lists.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td><strong>Job Orientation:</strong> Position description/expectations and standards, direct to employment rules or contract, discuss performance appraisal process (PAT system), and employee's probationary period, overtime.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td><strong>HR Orientation:</strong> I-9, benefits, campus map, confirm system entry, review staff directory/org chart, direct/escort employee to U Card office, MyU, University calendar/holidays, sign up for direct deposit, elect benefits within 30 days.</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Foreign Nationals - provide time to go to ISSS, OHR, or Social Security as needed - schedule appointments as necessary.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Add mid-probationary review due date to HR and supervisor Google calendars and attach probationary review form.</td>
<td>HR</td>
<td></td>
</tr>
</tbody>
</table>

### WEEK 2

<table>
<thead>
<tr>
<th>TASK</th>
<th>RESPONSIBILITY</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule check-in with employee to work through the OHR “What to Expect” checklist and remind them to complete HIPAA/Data Security/Lab Safety/FERPA training.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td><strong>For Labor-Represented Employees:</strong> Schedule mid-point probationary review.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td><strong>For Civil Service Employees:</strong> Schedule mid-point written probationary review and in-person review.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td><strong>For P&amp;A Employees:</strong> Review renewable employment contract and contract year.</td>
<td>Supervisor</td>
<td></td>
</tr>
</tbody>
</table>

### EMPLOYEE CHECKLIST

<table>
<thead>
<tr>
<th>TASK</th>
<th>RESPONSIBILITY</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up Direct Deposit and add emergency contacts (<a href="http://www.myu.umn.edu">www.myu.umn.edu</a>).</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Enroll in benefits (if applicable) <a href="http://www.myu.umn.edu">www.myu.umn.edu</a>.</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Complete HIPAA/Data Security/Lab Safety/FERPA training as needed</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Register for and attend University New Hire Orientation.</td>
<td>Employee</td>
<td></td>
</tr>
</tbody>
</table>
# MNPI Civil Service/Labor-Represented Staff and Non-Faculty Offboarding Checklist

**Employee Name:**  
**Employee ID:**  
**Employee Supervisor:**  
**Employee X.500:**

## RESIGNATION

<table>
<thead>
<tr>
<th>TASK</th>
<th>RESPONSIBILITY</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send resignation letter to supervisor and HR; notify HR if transferring to another department.</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Notify stakeholders of employee exit (i.e. finance, chairs office, admin. assistant, etc.).</td>
<td>HR</td>
<td></td>
</tr>
</tbody>
</table>

## LAST DAY PREPARATION

<table>
<thead>
<tr>
<th>TASK</th>
<th>RESPONSIBILITY</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Medical School Exit Survey (in Google Docs) to employee.</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Schedule Departmental Exit Interview with employee (if applicable).</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Upload projects/databases that are not on a shared folder to a unit shared space.</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Meet with employee to discuss progress of current work projects and create plan for coverage and transfer of job duties.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td><strong>Schedule employee’s first day:</strong> Time to get U Card, meet with HR, intros to other employees, meet with other contacts, tour office, and welcome lunch (if possible).</td>
<td>Supervisor</td>
<td></td>
</tr>
</tbody>
</table>
| Submit all outstanding timesheets and absence records via MyU – My Time.  
NOTE: If absences occurred > 6 weeks ago, notify HR payroll contact to do entry. | Employee |          |
| Review and approve all outstanding timesheets and absence records for the employee via the MyU Portal. | Supervisor |          |
| Contact OHR Employee Benefits (612-624-8647) or unit HR to discuss benefits upon termination/transfer (i.e. Medical, dental, sick, vacation, retirement, COBRA, etc.). | Employee |          |
| Visa Information – Contact ISSS (only if on a Visa). | Employee |          |
### LAST DAY

<table>
<thead>
<tr>
<th>TASK</th>
<th>RESPONSIBILITY</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return University door/locker keys, pagers, laptops, or other University property and AHC ID badge (if applicable) to the appropriate party.</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Procurement Card – Return to appropriate budget/accounting department.</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Parking Card – Cancel parking/Metropass contract (612-626-7275 or <a href="mailto:pts@umn.edu">pts@umn.edu</a>) and return the card to 300 Transportation and Safety Building, <a href="http://pts.umn.edu/">http://pts.umn.edu/</a>.</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Change voicemail password on work phone to last 5 digits of work phone number.</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Set up voicemail and email with messages that indicate you are no longer available.</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Forward email to another account see: <a href="https://support.google.com/mail/answer/10957?hl=en">https://support.google.com/mail/answer/10957?hl=en</a>. <strong>NOTE:</strong> You will be able to access your email account for up to 3 weeks after your end date. Alumni and retiree email access will continue indefinitely.</td>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Update personal information (for W-2 and COBRA) on the MyU Portal – My Info tab.</td>
<td>Employee</td>
<td></td>
</tr>
</tbody>
</table>

### AFTER LAST DAY OR TRANSFER

<table>
<thead>
<tr>
<th>TASK</th>
<th>RESPONSIBILITY</th>
<th>COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Department Facilities Representative to terminate employee's shared drive computer access and U Card-enabled building access.</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Confirm last day worked with HR (if different than original end date).</td>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Create end of appointment worksheet in HRTS4 for employee file.</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Key end of appointment in PeopleSoft (n/a if employee is transferring).</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>If transferring, confirm transfer with HR contact in employee’s new work unit.</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Pay out any accumulated comp time.</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Turn off additional pay.</td>
<td>HR</td>
<td></td>
</tr>
<tr>
<td>Remove employee from email lists and Google groups.</td>
<td>HR or Admin.</td>
<td></td>
</tr>
<tr>
<td>Update employee file.</td>
<td>HR</td>
<td></td>
</tr>
</tbody>
</table>
Important FAQs - Staff & Non-Faculty P&A End of Appointment

- It is University policy that the resigning employee works onsite their last day.
- **BENEFITS:** Medical, dental, and life insurance coverage ends on the last day of the month in which the employee actively worked. Disability coverage ends the day after the employee’s last day of employment. [http://humanresources.umn.edu/benefits/leaving-u](http://humanresources.umn.edu/benefits/leaving-u).
- **COBRA:** Employees have the option to continue UPlan benefit coverage at their own cost upon leaving the University. Information regarding the right to continue medical, dental and life insurance as well as the health care flexible spending account will be mailed to the Employee’s home address upon resignation. For additional information, contact Employee Benefits at (612) 624-8647 or [http://humanresources.umn.edu/leaving-u/cobra-continuation-coverage](http://humanresources.umn.edu/leaving-u/cobra-continuation-coverage).
- **VACATION PAYOUT:** Each employee group has its own policy for paying out unused vacation hours. No employees in any employee group are paid for unused sick leave when they leave the University. The vacation payout will occur on a separate paycheck following the employee’s final paycheck. See [http://humanresources.umn.edu/benefits/leaving-u](http://humanresources.umn.edu/benefits/leaving-u).
  - **P&A:** When a P&A staff member has worked 67% time or greater for 11 months, any unused vacation days (up to the maximum of one year’s accumulation of 22 days) may be paid out when the employee ends University employment.
  - **AFSCME Clerical or Technical:** An employee who leaves University employment and still has remaining vacation available is entitled to be paid for unused vacation.
  - **Civil Service:** Civil Service staff who leave the University with 10 years or more of service and 200 or more hours of vacation have their vacation payout deposited into an individual, tax-free Health Care Savings Plan, to be used to reimburse post-employment medical expenses. Employees who leave University employment with fewer years of service or hours of remaining vacation are entitled to be paid for unused vacation.
  - **Teamsters:** An employee who voluntarily resigns will receive pay for unused, accumulated vacation, provided he or she submits written notice of resignation to the assigned supervisor at least two calendar weeks prior to the effective date of resignation. However, employees who leave the University with 10 years or more of service and 80 or more hours of vacation have their vacation payout deposited into an individual, tax-free Health Care Savings Plan, to be used to reimburse post-employment medical expenses.
- **FSA:** FSA contributions will come out of the employee’s final paycheck, but they will not be deducted from the vacation/comp time payout paycheck. See [http://humanresources.umn.edu/flexible-spending-accounts/leaving-u-and-your-fsa](http://humanresources.umn.edu/flexible-spending-accounts/leaving-u-and-your-fsa).
- **SECURIAN FINANCIAL 401(a) RETIREMENT PLAN (P&A):** For Information on fund distribution options upon termination visit the [Securian website](http://humanresources.umn.edu/flexible-spending-accounts/leaving-u-and-your-fsa) or contact Securian at (651) 665-3670 or umnplans@securian.com.
- **MN STATE RETIREMENT SYSTEM (Civil Service/Labor Represented):** For information on vesting and early retirement, visit the [MSRS website](http://humanresources.umn.edu/flexible-spending-accounts/leaving-u-and-your-fsa). To learn about MSRS fund distribution options upon termination, contact MSRS directly at (651) 296-2761 or msrs@state.mn.us.
• **EMAIL:** Terminating employees are able to access their email account for three weeks after their department enters their end date into the HR system. University Alumni and retirees have continued email access indefinitely. See [http://humanresources.umn.edu/benefits/leaving-u](http://humanresources.umn.edu/benefits/leaving-u)

• **HOME ADDRESS:** A former employee’s W-2 form will be sent to the last address on record at Central Payroll. To update address information, go to the MyU Portal – My Info tab. The University X500 and password will remain active until December 31st of the year following the resignation. This will allow continued access to the MyU Portal to update an address. See [http://humanresources.umn.edu/benefits/leaving-u](http://humanresources.umn.edu/benefits/leaving-u).
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
Staff Hire Offer Letter Template

Date
Name
Address

Dear Name:

I am very pleased to offer you the position of [Click here and type job title] in the [Click here and type department/division/unit] at the University of Minnesota. This is a continuing civil service position governed by Civil Service Rules which are available online and are subject to change: [http://www1.umn.edu/ohr/policies/governing/civilrules/](http://www1.umn.edu/ohr/policies/governing/civilrules/).

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](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].

Human Resources will draft the offer letter.
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
**Hiring an International Scholar – Abridged Checklist and Timeline**

Due to unexpected immigration changes, contact your HR specialist for the most up-to-date international application processing time.

**Hosting an International Scholar or Post-Doc**

As of January 5, 2015, all J-1 applicants are required by the U.S. government to fulfill a measurement of English language proficiency.

Obtain approval for the hire through departmental process, contact the HR Specialist and Department Administration

- Provide a faculty mentor
- Provide work space, technology access, etc.
- Provide funding documentation
- Assign an official academic or civil service title and create appointment documentation.
- Visa required (typically the H-1B Scholar Visa) and accompanying documents
- Health insurance
- Arrival and orientation provided by U of M’s International Student and Scholars Services (ISSS)

**Immigration Documents and Fees**

- See HR Specialist for list of required documents.
- Fees
  - J-1 fee is $310, effective 9/01/2017
  - H-1B fee includes: A $1,100 ISSS administrative fee for processing the H-1B; a U.S. Citizenship and Immigration Services (USCIS) $460 standard filing fee; and a USCIS $500 Anti-fraud fee.
    - A USCIS Premium Processing fee is an additional $1,225

**Timeline**

Contact your HR Specialist for the most up-to-date timeline for processing visas.

**J-1 Visa** ([https://isss.umn.edu/forms/j1forms.html](https://isss.umn.edu/forms/j1forms.html))

- I-797 (H-1B): initiated by U of M takes 2-5 months, estimated time
- H-1B Visa: initiated by applicant takes 2-3 months (obtained outside the U.S.), estimated time

**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 non-immigrant 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 non-immigrant status in the U.S.

• **J-2 Dependents** of J-1s may apply for (and may or may not receive) general work permission from U.S. Citizenship and Immigration Services (USCIS).

• **O-1** is 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)** 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.

**International Resources**

• ISSS Contact information: [http://www.isss.umn.edu](http://www.isss.umn.edu) or Phone: 612-626-7100

• Forms available at: [http://www.isss.umn.edu](http://www.isss.umn.edu)

• U.S. Immigration Support: [https://www.usimmigrationsupport.org](https://www.usimmigrationsupport.org)

• U.S. Visa News: [https://travel.state.gov/content/visas/en/news.html](https://travel.state.gov/content/visas/en/news.html)


• Association of International Educators: [http://www.nafsa.org](http://www.nafsa.org)

**Hiring and Working with 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 your IBP Human Resource Specialist if using a volunteer.

[Volunteer Researcher Agreement and Release Form](https://policy.umn.edu/contracts/search-results?combine=volunteer)

[Volunteer Lab Use Agreement Form](https://policy.umn.edu/contracts/search-results?combine=lab+use)

[Field Trip Release of Liability Form](https://policy.umn.edu/contracts/search-results?combine=field+trip)
Respectful Workplace Information

The University of Minnesota is committed to the highest standards of professional conduct and has adopted the Board of Regents Policy on Code of Conduct (Adopted: July 12, 1996). One element of this Code is respect. The University considers respect an essential component of responsible professional behavior.

Fundamentals that foster respect in our University community include, but are not limited to:

**Personal Responsibility**
- Take responsibility for, and work on, your own behavior and communication before telling others what is wrong with theirs.
- Model respectful behavior: your actions speak louder than your words.
- Use cooperative versus confrontational tones and attitudes.
- Remember: It takes two to escalate a situation, therefore, choose to not engage in communication or behavior that will make a situation worse. The outcome of a situation is as much about our own choice of communication as it is about the other person’s communication.
- Do not allow any “-ism” (e.g., racism, sexism, ageism, etc.) to exist in your workplace.

**Integrity**
- Value instead of discrediting each other’s positions, backgrounds and experiences.
- Speak directly to the person you have an issue with instead of engaging in negative talk or gossip.

**Positive Focus**
- Speak positively about your job, institution and others.
- Be genuinely generous with credit and praise.
- Celebrate successes.
- Look for the best in others instead of focusing on the worst.
- Remember: Your attitude determines how you treat yourself and others.

**Honesty**
- Discuss feelings/thoughts directly and honestly instead of acting them out through your attitude, tone or behavior.
- Remember: HOW you communicate conveys more information about your thoughts and feelings than WHAT you say.

**Accessibility**
- Choose to be genuinely available for others regardless of your or their position, race, culture, age, gender, sexual preference, religion, etc.

**Be Inclusive**
- Remember: People are more committed to the outcome when they have been included in the decision-making process, or have at least felt their opinions were listened to.
Objectivity
- Think through and respond respectfully, versus reacting, to situations.
- Take a time out and step back from situations to diffuse emotions.

Successful Communication Tips

Active Listening
- Genuine listening builds trust and respect.
- Use open, non-defensive body language.
- Clear your mind of distracting thoughts and really listen to what the person is saying.
- Respectfully tell someone if now is not a good time for you to talk and select times to meet when you and the other person are going to be best able to listen to one another.
- Our brain works faster than our ears, so choose to not formulate your response or defense while the other person is talking.
- If you are overcome with strong feelings, respectfully let the person know this and ask to meet later.
- Use inviting, clarifying and open-ended questions (avoid using “why” questions).
- Choose to not fix another’s problems or give unsolicited advice. Instead, ask the other person what he or she needs from you.
- Check for mutual understanding to ensure you are clear about the conversation and what happens next.

Respectful Assertive Communication
- Take an objective view of the situation so you are not just seeing the situation through your own reactions or attitudes.
- Stop “wishing” that someone would just “get it” and change his or her behavior. Instead, ask yourself if you have given that person the information they need to know about their behavior in order for them to understand the need to change.
- Take control of your own behavior and reactions versus trying to control or change the other person.
- Speak directly with the person involved and clearly let the person know what your message is.
- Use “I” statements to avoid blaming and defensiveness.
- Choose to not use blaming/shaming words or voice tone.
- Identify and discuss how you are communicating with each other if how you are talking is not working or you are getting into conflict with each other.
- Stay focused on the issue and do not allow yourself or the other person to become sidetracked.
- Use non-judgmental problem solving.

Set Limits
- Convey clearly what your needs, limits, or boundaries are regarding someone else’s behavior.
- Set limits on changeable behavior or communication.
- Set and uphold limits fairly and consistently.
- Explain what will happen if limits are crossed.
Seek Assistance

- From your MNPI Center HR Manager: www.mnpicenter.umn.edu
- AHC Human Resources: https://hub.ahc.umn.edu/human-resources
- Employee Assistance Program: 612-626-2820
- Office of Equal Opportunity and Affirmative Action: 612-625-9547
- Office for Conflict Resolution (612-624-1030)
- Faculty and Academic Staff Assistance Program: 612-625-4073
- Threat Assessment Team: 612-625-4073
- Your Union
v. Faculty Promotion and Tenure
https://hub.med.umn.edu/faculty-affairs

Office of Faculty Affairs
Medical School Office of Faculty Affairs (MS-OFA) Contact:
ms-ofa@umn.edu
612-624-5442

The IBP Department 7.12 Statement is available at:

Medical School faculty requesting promotion to associate professor or professor across all Medical School tracks must submit a dossier which will be voted on at the departmental, collegiate, and University levels.

Dossiers must be submitted electronically as a single PDF document with bookmarks. See MS-OFA dossier template at: https://hub.med.umn.edu/faculty-affairs/promotion-tenure.

The deadline to submit dossiers to the Office of Faculty Affairs for the next academic year is September 15th of any given year.

Probationary (tenure-track) faculty may request an extension to their probationary period due to special circumstances. Extensions may be granted for one year at a time and may not exceed more than three (3) years total. Extension requests using forms 1764 and 1765 should be submitted to the Office of the Vice Provost for Faculty and Academic Affairs or emailed to berg1282@umn.edu. Requests using form 1766 should be submitted to the Office of Faculty Affairs at ms-ofa@umn.edu.

The U of M Board of Regents Promotion and Tenure Voting Policy is available at: https://hub.med.umn.edu/faculty-affairs/policies-information.
# Checklist for Faculty (Promotion and Tenure)

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Who Prepares</th>
<th>Who Assembles</th>
<th>Who Submits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorandum of Understanding (MOU)</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>CV (new template)</td>
<td>Candidate</td>
<td>Candidate</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>External Letters (*these tend to take a long time to receive)</td>
<td>Candidate identifies relationships</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>Teaching</td>
<td>Candidate</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>Research &amp; Scholarship</td>
<td>Candidate</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>Service</td>
<td>Candidate</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>Personal Statement</td>
<td>Candidate</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>Annual Appraisals</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>Dept. Recommendations</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>Record of Vote</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>Internal Review &amp; Evaluation</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>Candidate’s Statement of Assurance</td>
<td>Candidate</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>Selected Reprints</td>
<td>Candidate</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
<tr>
<td>Coversheet</td>
<td>Candidate</td>
<td>Dept. Administrator</td>
<td>Dept. Administrator</td>
</tr>
</tbody>
</table>

**FINAL Due Date:** September 15th

*Please Note: The external review letters contain appended documents as enclosures:*
1. Curriculum Vitae (CV)
2. Publications List
3. Selected Publications
4. Research Statement
5. Teaching Statement
6. Service Statement
7. Personal Statement
8. IBP 7.12 Statement
**IBP Dossier Timeline**

**May:**
Candidate submits list of letter referents to Department Head for review.  
Department Head makes final selection of referents.  
Candidate drafts required statements for inclusion in dossier portfolio.  
Dept. Administrator attends Medical School - Office of Faculty Affairs (MS-OFA) workshop on dossier preparation.

**June:**
Dept. Administrator solicits letters from referents with a minimum of a 30-day timeline for receipt.

**July:**
Letters are received.  
Dossier is assembled in Google Drive and made available to MS-OFA.  
Department Head and Dept. Administrator set date for voting on dossier, a minimum of 1 week prior to September 15th deadline each year.

**August:**
IBP voting committee given access to dossier on Google Drive.  
Voting committee meets to approve dossier.  
Candidate schedules follow-up meeting with Department Head to sign statement of assurance on dossier contents, including vote and Department Head’s letters.  
Dept. Administrator finalizes dossier in Google Drive with appropriate tabs.

**September 15th:**
Dept. Administrator alerts MS-OFA that dossier is complete and ready to submit to Medical School Administration.
VI. Grants Guide

Proposal Checklist

- Print a copy of the sponsoring agency’s 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 U of M 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 https://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/. 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. 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):** http://eresearch.umn.edu/researchforms/repa.html. This online training is required by the U of M to be a Principal Investigator or Key Personnel on any grant. Individuals required to file a REPA must complete the Conflict of Interest training when completing a REPA for the first time, and when 4 years have elapsed since last completing the course.
- **Conflict of Interest:** https://compliance.umn.edu/conflictHome.htm or http://www1.umn.edu/ohr/training/trainingservices/compliance/index.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** - 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 biomedical clinical researchers to complete the human subject’s protection requirement.

Review if applicable:
- Indirect Cost (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](http://www.research.umn.edu)
- University of Minnesota Policies [www.policy.umn.edu](http://www.policy.umn.edu)
- Hiring process [https://policy.umn.edu/hr](https://policy.umn.edu/hr)

**Animals and Animal Use/Care Protocol (IACUC)**

1. **eProtocol**: Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC) and Controlled Substances applications are submitted through eProtocol. [https://research.umn.edu/capabilities/research-tools](https://research.umn.edu/capabilities/research-tools).
2. Guide to research compliance [https://research.umn.edu/units/rco](https://research.umn.edu/units/rco).
3. Training and Certification to work with animals. Complete the Online Certification Training at [https://research.umn.edu/units/iacuc/training-education/mandatory-training](https://research.umn.edu/units/iacuc/training-education/mandatory-training).
4. Additional optional training requirements for Research Occupational Health Program (ROHP), CITI, RAR, EHS, NIH OLAW, etc.) at: [https://research.umn.edu/units/iacuc/training-education/optional-training](https://research.umn.edu/units/iacuc/training-education/optional-training). All faculty, staff, students and volunteers who work with animals are required to enroll in the Research Occupational Health Program (ROHP).
**Grant Proposal Development Timeline and Support Service**

The **Principal Investigator (PI)** is the primary individual responsible for all aspects of proposal development, submission, and subsequent award management. Grant Coordinators 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 Timeline</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Principal Investigator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grant Coordinator</td>
</tr>
<tr>
<td>Identify Funding Source</td>
<td>Consult Agency Funding Announcement</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>for Specific Deadlines</td>
<td></td>
</tr>
<tr>
<td>Review Funding Announcement, Establish Program Contacts</td>
<td>WEEK 1</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></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></td>
<td></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 from 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 Agency's Submission Deadline</td>
<td>X</td>
</tr>
</tbody>
</table>
MNPI Center Grant Support

https://hub.med.umn.edu/administrative-services/administrative-centers/mnpi/grant-resources

MNPI Grants Manager:

Kristi Hendrickson     Phone: 612-624-5160     Email: hendr056@umn.edu

MNPI Grant Coordinators:

Karen Hawkinson     Phone: 612-626-6686     Email: hawki039@umn.edu
Jean Otto     Phone: 612-625-9137     Email: jotto@umn.edu
Megan Ruf     Phone: 612-624-6190     Email: rufx0007@umn.edu
Lynn Weber     Phone: 612-626-6902     Email: weber117@umn.edu

Sponsored Projects Administration
SPA Helpline: 612-624-5599
Web: http://www.ospa.umn.edu

Electronic Grants Management System (EGMS)
& Proposal Routing Form (PRF) Access
EGMS Helpline: 612-624-1600
Web: http://www.egms.umn.edu/
VII. Annotated University Policies (select list)

Acceptable Use of Information Technology Resources
All users of University information technology resources, whether or not affiliated with the University, must follow University policies; federal, state and local laws; and contractual obligations. These include, but are not limited to, information security, data privacy, commercial use, and those that prohibit harassment, theft, copyright and licensing infringement, and unlawful intrusion and unethical conduct. [https://policy.umn.edu/it/itresources](https://policy.umn.edu/it/itresources).

Code of Conduct
The president or delegate shall ensure that appropriate administrative policies are maintained to support this Code and shall effectively promulgate this Code and any related administrative policies or procedures through appropriate and periodic explanation, education, and evaluation. More information on the Code of Conduct and key related policies can be found at: [https://compliance.umn.edu/](https://compliance.umn.edu/) and [https://regents.umn.edu/policies/index](https://regents.umn.edu/policies/index).

Conflict Resolution Process for Employees
The conflict resolution process applies to employment-related conflicts of non-bargaining unit faculty, academic professional and administrative (P&A) staff, civil service staff, and student employees, including graduate student teaching and research assistants. In some circumstances, it applies to faculty emeriti and to recently terminated employees. See procedures at: [https://regents.umn.edu/policies/index](https://regents.umn.edu/policies/index) and [https://policy.umn.edu/hr/conflictresolution-proc01](https://policy.umn.edu/hr/conflictresolution-proc01).

Employee Performance Evaluation and Development
This policy governs performance evaluation and development of University of Minnesota faculty, academic professional and administrative, civil service, and union-represented staff employees. See policy and procedure at: [https://regents.umn.edu/policies/index](https://regents.umn.edu/policies/index).

External Activities
Covered individuals are required to complete a Report of External Activities (REPA) annually on a calendar year basis, even if they have no external activities or interests to report, during the time frame specified by the University. Click here to view the list of covered individuals (by appointment type or classification) that are either required or exempt from completing a REPA. [https://policy.umn.edu/operations/conflictinterest-proc01](https://policy.umn.edu/operations/conflictinterest-proc01).

Hospitality
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 Expense Allowability Grid, regardless of funding source. [https://policy.umn.edu/finance/hospitality](https://policy.umn.edu/finance/hospitality).

Research Misconduct
The University expects academic integrity from its employees at all times and in all circumstances. University employees may not engage in actions that constitute research misconduct in research or other scholarly activity. [https://policy.umn.edu/research/academicmisconduct](https://policy.umn.edu/research/academicmisconduct).
Sexual Misconduct
The University is committed to creating a welcoming and respectful work and educational environment that is free from sexual misconduct – including harassment and assault. And, the University provides comprehensive support, education, and reporting mechanisms to all members of the University community.

All members of the University community are prohibited from engaging in sexual misconduct and retaliating against individuals based on their participation in a sexual misconduct investigation. When they learn about incidents of sexual misconduct, University employees who are supervisors must take prompt remedial action to respond to any concerns including referring the matter to relevant internal options.

https://policy.umn.edu/hr/sexualharassment.

See also Retaliation at: https://policy.umn.edu/operations/retaliation.

Additional Resources for Reporting Sexual Misconduct
AHC Human Resources: Michele Morrissey mcgl0046@umn.edu
Aurora Center: http://aurora.umn.edu/
Boynton Health Service: www.bhs.umn.edu/index.htm
U of M Counseling Service: https://counseling.umn.edu/
Equal Opportunity and Affirmative Action: https://diversity.umn.edu/oeaah/
Employee Assistance Program (EAP): https://humanresources.umn.edu/benefits/employee-assistance

Student Conduct Code
This procedure implements the Board of Regents Policy: Student Conduct Code and explains the Twin Cities campus’ process for actions initiated against students or student organizations by the University under Board of Regents Policy: Student Conduct Code. Procedures governing resolution of student-initiated complaints against the University are provided pursuant to Board of Regents Policy: Conflict Resolution Process for Student Academic Complaints.

Questions?
Contact the corresponding MNPI Manager:
www.mnpicenter.umn.edu
VIII. Useful Resources and Links

Facilities Management/Services (including keys):
   http://www.ahc.umn.edu/ahcrbms/services/about/home.html.
Faculty Retirement Plan: https://humanresources.umn.edu/retirement-savings/faculty-pa-
   retirement-plan.
Human Resources (HR): https://humanresources.umn.edu/.
Medical School (MS): http://www.med.umn.edu.
MNPI Administrative Center: http://mnpicenter.umn.edu.
One Stop Services: http://onestop.umn.edu/faculty/index.html.
Procurement/Purchasing Card (PCard) Request: http://policy.umn.edu/finance/procurementcard.
   Link to Using the PCard and Training
   http://www.policy.umn.edu/Policies/Finance/Procurement/PROCUREMENTCARD_PROC,o1.
   html.
Sponsored Projects Administration (SPA): https://research.umn.edu/units/spa/.
Travel Requests (must be approved by department finance):
   https://mnpi.ahc.umn.edu/fmi/webd/#mnpi_hr.
University of Minnesota Foundation (UMF): https://give.umn.edu/.
Webpages: Drupal Lite, contact ahcweb@umn.edu and also contact IBP Administration

IX. Living in the Twin Cities

Twin Cities Magazine: http://visit-twincities.com/
Minneapolis Magazine: http://mspmag.com/
Minnesota Monthly Magazine: http://www.minnesotamonthly.com/
Minnesota Dept. of Natural Resources: http://www.dnr.state.mn.us/index.html
## X. Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Account Administrator</td>
</tr>
<tr>
<td>AHC</td>
<td>Academic Health Center</td>
</tr>
<tr>
<td>CCRB</td>
<td>Cancer Cardiovascular Research Building</td>
</tr>
<tr>
<td>CS</td>
<td>Controlled Substances</td>
</tr>
<tr>
<td>CSAB</td>
<td>Clinical and Scientific Advisory Board</td>
</tr>
<tr>
<td>DEHS</td>
<td>Department of Environmental Health &amp; Safety</td>
</tr>
<tr>
<td>DHHS</td>
<td>Department of Health and Human Services</td>
</tr>
<tr>
<td>DOD</td>
<td>Department of Defense</td>
</tr>
<tr>
<td>DRA</td>
<td>Departmental Research Administrators</td>
</tr>
<tr>
<td>DUNNS</td>
<td>Database Universal Numbering System</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>Facilities and Administrative costs</td>
</tr>
<tr>
<td>FAR</td>
<td>Federal Acquisition Regulations</td>
</tr>
<tr>
<td>EGMS</td>
<td>Electronic Grant Management System</td>
</tr>
<tr>
<td>eRA</td>
<td>Electronic Research Administration</td>
</tr>
<tr>
<td>FCOI</td>
<td>Financial Conflict of Interest</td>
</tr>
<tr>
<td>FFATA</td>
<td>Federal Funding Accountability and Transparency Act</td>
</tr>
<tr>
<td>FOA</td>
<td>Funding Opportunity Announcement</td>
</tr>
<tr>
<td>FSR</td>
<td>Financial Status Report</td>
</tr>
<tr>
<td>IBC</td>
<td>Institutional Biosafety Committee</td>
</tr>
<tr>
<td>IBP</td>
<td>Integrative Biology and Physiology</td>
</tr>
<tr>
<td>ICR</td>
<td>Indirect Cost Recovery</td>
</tr>
<tr>
<td>IDC</td>
<td>In-Direct Costs</td>
</tr>
<tr>
<td>IRB</td>
<td>Institutional Review Board</td>
</tr>
<tr>
<td>ISSS</td>
<td>International Student and Scholar Services</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>MNPI</td>
<td>Microbiology, Neuroscience, Pharmacology, Integrative Biology and Physiology</td>
</tr>
<tr>
<td>MS</td>
<td>Medical School</td>
</tr>
<tr>
<td>MS-OFA</td>
<td>Medical School Office of Faculty Affairs</td>
</tr>
<tr>
<td>NHH</td>
<td>Nils Hasselmo Hall</td>
</tr>
<tr>
<td>NOGA</td>
<td>Notice of Grant Award</td>
</tr>
<tr>
<td>OMB</td>
<td>Office of Management and Budget</td>
</tr>
<tr>
<td>OVPR</td>
<td>Office of the Vice President for Research</td>
</tr>
<tr>
<td>P&amp;A</td>
<td>Professional and Administrative</td>
</tr>
<tr>
<td>PCard</td>
<td>Procurement/Purchasing Card</td>
</tr>
<tr>
<td>PI</td>
<td>Principal Investigator</td>
</tr>
<tr>
<td>PRF</td>
<td>Proposal Routing Form</td>
</tr>
<tr>
<td>RAR</td>
<td>Research Animal Resources</td>
</tr>
<tr>
<td>RCR</td>
<td>Responsible Conduct of Research</td>
</tr>
<tr>
<td>REC</td>
<td>Research Ethics Committees</td>
</tr>
<tr>
<td>REO</td>
<td>Research Education &amp; Oversight</td>
</tr>
<tr>
<td>REPA</td>
<td>Report of External Professional Activities</td>
</tr>
<tr>
<td>RFA</td>
<td>Request for Application</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposal (commonly referred to as the FAR)</td>
</tr>
<tr>
<td>RIO</td>
<td>Research Integrity Officer</td>
</tr>
<tr>
<td>ROC</td>
<td>Report of Outside Consulting</td>
</tr>
<tr>
<td>RPPR</td>
<td>Research Performance Progress Report</td>
</tr>
<tr>
<td>SFR</td>
<td>Sponsored Financial Reporting</td>
</tr>
<tr>
<td>SO</td>
<td>Signing Official</td>
</tr>
<tr>
<td>SPA</td>
<td>Sponsored Projects Administration</td>
</tr>
<tr>
<td>SRO</td>
<td>Scientific Review Officer</td>
</tr>
<tr>
<td>TA</td>
<td>Travel Authorization</td>
</tr>
<tr>
<td>U Card</td>
<td>University Card</td>
</tr>
<tr>
<td>UDS</td>
<td>University Dining Services</td>
</tr>
<tr>
<td>UMF</td>
<td>University of Minnesota Foundation</td>
</tr>
<tr>
<td>U of M</td>
<td>University of Minnesota</td>
</tr>
</tbody>
</table>