

Faculty Resources

Fall 2018



**Warnell School of Forestry
& Natural Resources**
UNIVERSITY OF GEORGIA

Welcome and congratulations on your faculty appointment to UGA's Warnell School of Forestry & Natural Resources! The following information is intended to assist with questions and concerns you may have regarding common procedures for faculty.

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I. Instructional Resources — Associate Dean for Academic Affairs, Robert Bringolf (bringo@uga.edu)

Keys for Getting Started

- Syllabi requirements (<https://syllabus.uga.edu/>)
- Creating a new course: see Dr. Bringolf or Matt Head
- FERPA (<https://reg.uga.edu/general-information/ferpa/>)
- Academic Dishonesty (<https://honesty.uga.edu/Academic-Honesty-Policy/>)
- Students in Emotional Distress
 1. Imminent threat to self or others: **call 911**
 2. Concerns: Notify the Assistant Dean for Academic Affairs (Dr. Gary Green) or Dr. Bringolf
 3. Or Refer student to UGA Counseling and Psychiatric Services ([CAPS](#))
 4. Or Contact UGA Student Care and Outreach (sco@uga.edu)

UGA Center for Teaching and Learning (<http://www.ctl.uga.edu/>)

- CTL Fellows for Innovative Teaching
- Evaluations and Mid-semester Formative Evaluations
- Faculty Learning Commons Lilly Teaching Fellows
- Learning Technologies Grants
- Peer Consultative Team
- Sarah H. Moss Fellowships
- Teaching/Classroom Observation
- UGA Teaching Academy
- Writing Fellows

UGA Teaching Awards (<http://ctl.uga.edu/university-awards>)

- Richard B. Russel Awards for Excellence in Undergraduate Teaching
- Eligible in your first ten years

First-Year Odyssey Seminars (<https://fyo.uga.edu/>)

- First Year Odyssey seminar (1 hr) may be taught
- Supplemental pay (\$3,500 in Allocation or Wages minus taxes)
- Up to \$300 to support out-of-class activity
- First Year Odyssey Award

Field trips (off campus, not Whitehall Forest)

- Field trip waiver form (https://www.warnell.uga.edu/sites/default/files/inline-files/field_trip_waiver.pdf)
- Vans for field trips – Brad Smith (Whitehall shop; smithjb@warnell.uga.edu)

Warnell Teaching Effectiveness Committee

- Brownbag lunches
- Peer teaching evaluations upon request

II. Grants — Grants Coordinator, Jennifer Culbertson (jculbertson@warnell.uga.edu)

A. Introduction

The Warnell Grants Coordinator assists with grant proposal preparation and submission and acts as a liaison between Warnell and two UGA departments (Contracts & Grants and Sponsored Projects Administration), as well as external funding agencies. Ms. Culbertson works with personnel (varies depending on the sponsor) within UGA's Office for Sponsored Projects Administration (SPA) in the Office for the Vice President of Research (OVPR), to obtain award agreements and to resolve issues that arise with funding. Ms. Culbertson is assisted by Tina Jones, Administrative Specialist to Dr. Scott Merkle, Associate Dean for Research.

Proposal Procedures at UGA:

All external funding documents are to be routed through the Warnell Grants Coordinator's office for review, signatures, and submission to the funding agency. This includes drafts of proposals and pre-proposals that require a budget breakdown and/or signatures from an authorized UGA signatory. Please start by letting this office know of any proposals you are working on by sending them a link to or pdf of the RFP; in the case of no RFP, just let the coordinator know the funding agency, subject of your proposal, and a deadline date. Keeping the coordinator "in the loop" better prepares them to assist you with questions/issues that may arise, thereby expediting the resolution of the issue at hand. The coordinator will also follow up with any necessary correspondence to ensure that the proposal/account is on track.

Proposals should be submitted to the Warnell Grants Coordinator's office **14 business days** in advance of the deadline to allow for review at UGA and any needed revisions prior to submission to the funding agency. A complete proposal includes all required proposal components specified by the funding agency as well as a budget worksheet and budget justification in editable formats. Proposals involving Warnell faculty as Co-PIs, where the Lead PI is outside of Warnell (either from another Unit at UGA or another organization outside of UGA), also need review by this office.

Proposals are sent by this office to Sponsored Projects Administration for review and final approval before submission to a funding agency.

UGA Information for proposal preparation:

General information regarding proposal submission and required forms to complete can be found at the Sponsored Projects Administration website <http://spa.uga.edu>. From this webpage, you'll also notice a link to Frequently Used Info which you may find helpful.

Additional grants information:

- Tuition is currently waived at UGA if the student is paid on an assistantship at 0.33 EFT or above for at least 2/3 of the semester.
- Salary increases, if any, take effect in January of each year. Strongly suggest you factor in a salary increase of 3% each year. This would include GRA salaries.

- Fringe benefit amounts are dependent on how the individual is paid (monthly, salaried, etc.) and the annual salary. Fringe benefit rates are found in the frequently used information page of the Sponsored Programs website (OVPR FAQ link above) and in the Current Estimated Fringe Benefit Rates attachment.
- UGA expects full Indirect Costs be budgeted in all proposals unless the funding agency limits Indirect Costs. Usually this is indicated in the RFP. See the Current Indirect Cost Rates attachment for rates to use. There is a mechanism for requesting a reduced Indirect Cost rate on a case-by-case basis. If you find this necessary, this office can provide further details at the time of proposal development.
- Should a proposal require cost share, this office is available to assist in preparing the cost share budget.
- All research proposals from UGA Principal Investigators are submitted to sponsors by The University of Georgia Research Foundation, Inc. (UGARF) and all awards are made to UGARF. UGARF subcontracts all research awards to UGA so that projects can be carried out. UGARF is a 501 (c) (3) organization separate from the University of Georgia. It serves the University of Georgia and enhances its excellence as a research institution by serving as the legal recipient of gifts, contracts, and grants from industry, public and private non-profits, and government agencies for the performance of research and education. If a sponsor (funding agency) is unable to contract with private entities, the award can be made directly to UGA. This office will work with you on a case-by-case basis for these exceptions.

B. Grants-related contacts in Warnell:

- Graduate Assistantships (GRA) –
 - Contact Kate deDufour, Warnell's Graduate Student Programs at dedufour@uga.edu
- “Typical” salaries for budget preparation purposes (for example: technicians and part-time workers) –
 - Contact Jennifer Mathews, Warnell’s Business Manager at jtm@uga.edu
- Post-award accounting once you have an award agreement from an external funding agency in place at UGA –
 - Contact Audrey Greeson, Warnell’s restricted funds Sr. Accountant at agreeson@uga.edu

C. Proposal preparation forms

The following pages include several forms to assist with proposal preparation. Electronic versions of these files are available upon request.

- Current Warnell Graduate Assistantship Rates
- Current Estimated Fringe Benefit Rates
- Current Indirect Cost Rates
- A General Budget Template
- A General Budget Justification Template

Warnell Assistantship Rates

The assistantship stipend amount depends on the funding source. Graduate School Assistantships and Warnell Graduate Assistantships are granted at 40 percent time (0.4 EFT). Research Assistantship stipends vary depending on the funding source. Teaching Assistantships are paid at 35 percent time (0.35 EFT). No graduate student may work more than 50 percent time. Students on assistantship must register for 18 hours of graduate credit per semester, including summer.

	.33 EFT	.40 EFT	.50 EFT
Stipend — MS & MFR/MNR*	\$16,613/yr or \$1,384/mo	\$20,137/yr or \$1,678/mo	\$25,172/yr or \$2,097/mo
Stipend — PHD*	\$17,957/yr or \$1,496/mo	\$21,766/yr or \$1,813/mo	\$27,207/yr or \$2,267/mo
Hours of Work Required	13 hrs/week	16 hrs/week	20 hrs/week
Tuition Waiver	YES	YES	YES

*Rates for FY 2018; Subject to change most years

Fringe Benefit Rates

Benefits are charged to sponsored accounts based on the actual rates in effect at the time salary is paid; actual rates may vary from these estimates. However, grants proposals and awards are budgeted using the estimated rates in the table below. These rates are expected to change each November. Fringe Benefits include: FICA, Retirement, Life Insurance and Health Insurance.

CAUTION: These percentages are average estimates only. Employee benefits are charged to accounts at actual rates that will vary somewhat from these estimates. The estimated rates are designed to minimize the variances, which result from the rather wide range of salaries included under each of the salary groupings below. For example, family insurance coverage for a particular employee could result in larger fringe benefit expenses than these averages. **Pls are advised to always consider this fact when developing proposal budgets and to budget for higher-than-average fringe benefits when conditions warrant.**

Individuals Subject to Teachers Retirement or Optional Retirement	Percent
Annual Salaries (above \$75,000)	35.00
Annual Salaries (between \$50,000 and \$74,999)	47.00
Annual Salaries (between \$35,000 and \$49,999)	55.00
Annual Salaries (below \$35,000)	74.00
Summer Salary Regardless of Amount	22.72
Individuals Not Subject to Teachers Retirement or Optional Retirement	Percent
Regardless of salary amount	14.00
Graduate Assistantships, Training Grant Recipients, and Fellowships (To be applied for Graduate Students eligible to receive Graduate Health Insurance through the University)	7.00**
Students and Graduate Students (not eligible for University Graduate Health Insurance)	None

Pay rates effective for the current fiscal year. Employee's share of the cost cannot be paid or reimbursed by the University.

**Please note Graduate student fringe is calculated based on 7% of the 1/3 time rate regardless of appointment.

Indirect Cost Rates (aka, 'Facilities & Administration')

Facilities and Administrative Costs (F&A) are also referred to as Indirect Cost Rates (IDC). Sponsors use the terms interchangeably and so we refer to both here. The rates provided below apply to Modified Total Direct Costs (MTDC) which consist of all salaries and wages, fringe benefits, materials, supplies, services, travel and subawards up to the first \$25,000 of each subaward (regardless of the period covered by the subaward). MTDC excludes equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, participant support, scholarships, and fellowships as well as the portion of each subaward in excess of \$25,000.

	Federal	Non Federal
Research On-Campus (7/1/17 - 6/30/19)	50%	60%
Research On-Campus (7/1/19 - 6/30/21)	51%	60%
Research Off-Campus	26%	35%
Instruction On-Campus (07/01/2017-06/30/2019)	56%	94%
Instruction On-Campus (07/01/2019-06/30/2021)	54%	94%
Instruction Off-Campus	26%	62%
Research Ag. Exp Station (07/01/2017-06/30/2018)	40%	53%
Research Ag. Exp Station (07/01/2018-06/30/2021)	42%	53%
Pub Serv Agreements On-Campus (07/01/2017-06/30/2019)	37%	50%
Pub Serv Agreements On-Campus(07/01/2019-06/30/2021)	35%	50%
Public Service Agreements Off-Campus	26%	39%
Marine Institute Sapelo Isl (07/01/2017-06/30/2018)	35.50%	42%

	Federal	Non Federal
Marine Institute Sapelo Isl (07/01/2018-06/30/2021)	39%	42%
Marine Extension Bruns / Skidaway (07/01/2017-06/30/2018)	46%	55%
Marine Extension Bruns / Skidaway (07/01/2018-06/30/2021)	49%	55%
Coop Ext All Locations (07/01/2017-06/30/2018)	30%	38%
Coop Ext All Locations (07/01/2018-06/30/2021)	33%	38%
Rsch Sav River Ecology Lab (07/01/2017-06/30/2018)	34%	56%
Rsch Sav River Ecology Lab (07/01/2018-06/30/2021)	35%	56%

Facilities and Administrative Rates Definitions and Conditions

Special remarks from DHHS Rate Agreement

Treatment of Fringe Benefits: Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

Treatment of Paid Absences: Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the costs of these paid absences.

Off-Campus Definition: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project. The rates contained in this Agreement reflect the combined cost of the University of Georgia Research Foundation, Inc. and the University of Georgia, and will apply to grants and contracts awarded to the University. Equipment means an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

Budget Template Example (excel spreadsheet available)

Project Title:

PI:

Co-PI:

Cooperator:

Project Start Date:

Project End Date:

Budget Category	FY2016			FY2017			TOTALS		
	Agency	Match		Agency	Match		Agency	Match	
		UGA	Coop		UGA	Coop		UGA	Coop
Salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Field Tech ((\$x/hr*hrs/wk)*#	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Grad Asst @ 40% EFT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$1	
Field Tech @ ??%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Grad Asst @ ??%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$1	
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Field housing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cameras	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Blood sampling supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Toxicology analysis	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	
Amplified speakers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Domestic	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Foreign	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Direct Costs (TDC)	\$0		\$0	\$0		\$0		\$0	
Modified TDC	\$0		\$0	\$0		\$0		\$0	
IDC (??% of MTDC)	\$0		\$0	\$0		\$0		\$0	
PI Salary (% EFT)		\$0			\$0			\$0	
PI Fringe @ xx.xxxx%		\$0			\$0			\$0	
Co-PI salary (% EFT)		\$0			\$0			\$0	
Co-PI fringe @ xx.xxxx%		\$0			\$0			\$0	
UGA Total Match		\$0			\$0			-\$1	
Coop Total Match			\$0			\$0		\$0	
Funding Agency Total	\$0		\$0	\$0		\$0		\$0	
Total Project Costs	\$0		-\$1	-\$1		-\$2		-\$2	

BUDGET JUSTIFICATION TEMPLATE

Items in *italics* are explanations to help you complete the justification.

SALARIES (*Please note & delete/use examples as needed*)

The personnel for this project include a [Title of Position (*eg. Research Professional, Graduate Assistant, Student Workers, Hourly Employees*)] for Period of Time at % Effort OR Number of Hours OR amount per month times number of months. The Title of Position will assist PI's name in *describe tasks that the individual(s) in this position will perform OR refer to specific sections of the proposal narrative if too lengthy to repeat here. (Continue until you have described each position).*

If your budget does not include any salary support for the PI and/or Co-PIs:

If you put 0 months of effort in the budget for the PI(s), language can be included in the budget justification to indicate that while UGA is making no specific commitment of time or effort for the PI(s), they will be available to support the project as needed. A number of research universities have crafted suggested language to use in proposals to describe institutional support for a project that does not commit the institution or the Principal Investigator to a specific amount of cost share.

Examples of language you could use in the budget justification when you are showing 0 months in the budget for the PI(s):

Example 1: "UGA fully supports the academic year salaries of Professors, Associate Professors, and Assistant Professors, but makes no specific commitment of time or salary to this particular project. Key personnel will be available to oversee and direct the project, as proposed." Adapted from Massachusetts Institute of Technology

Example 2: "Dr. Jones will be providing expert advice and consultation to the project, as needed." Adapted from University of Alabama-Birmingham

Example 3: "The University demonstrates support to the project through the availability and expertise of the Project Director (or Principal Investigator)." Adapted from University of Alabama-Birmingham

These examples are taken from UGA's policy on cost share, located at:
http://policies.uga.edu/pdf/cost_share.pdf

FRINGE BENEFITS

Fringe benefits are estimated at number% for the Title of Position and number% for the Title of Position (*Continue as needed for each position*).

Budget Justification Template (cont.)

TRAVEL

Travel funds will be required for travel to where to perform what task (*eg. Field study sites to collect data*). We project a minimum of time (*eg. Number of weeks*) to perform what task with number people for at approximately \$number/person/day or around \$number per year. Travel will also occur to report study progress and findings to where/or to whom as well as to scientific conferences inside (*and outside – if applicable*) the United States. We plan for number conferences or agency meetings per year with both the Title of Position and PI's name attending (\$number per year).

If the exact details are not known at the time of the proposal, and the funding agency does not require a detailed breakdown of travel, include a general statement such as: "for travel, to, from, and within the study site to work on the project as described in the _____ Section and to meeting related to the project."

SUPPLIES/OPERATING EXPENSES

Supply charges include consumable materials for performing tasks (*e.g. Field studies*) including (*give examples of supplies needed, particularly unusual items or general-purpose items such as batteries, paint, binoculars*) and cost of use of a University vehicle (*if applicable*) and other project supplies necessary to complete the project. *Justify items such as computers or cell phones, indicating why a dedicated computer or cell phone is needed for scientific purposes for the project.*

EQUIPMENT:

Equipment needed for this project includes (*describe equipment needed and the scientific need in relation to the project*). Equipment is a durable item with a useful life of one year or more costing \$5,000 or more per item.

INDIRECT COSTS (IDC):

For Full Indirect Costs:

Indirect Costs are calculated according to the University's Federally-negotiated Indirect Cost rate at number % of Modified Total Direct Costs (MTDC).

For Less than Full Indirect Costs:

Indirect Costs are calculated according to explanation (*e.g. the funding agency's policy as outlined in the RFP*) at number % of explanation.

COST SHARE: (If applicable. If not, delete this section)

Describe components of cost share broken down by budget category as above.

III. Undergraduate Advising -- Faculty, Academic, & Administrative Support Coordinator,
Matt Head (matthead@uga.edu)

Undergraduate Student Advising and Mentoring

- All undergrad advising by Matt Head
- Faculty mentoring
 - Mentoring is major elective selection and post-graduation advice
 - Faculty mentors can approve major electives
 - Except for Wildlife Sciences and Pre-Vet Wildlife Sciences (faculty can approve some of electives but not all)
 - Mentoring materials provided by Matt Head
 - List of mentees
 - Advising resources page online
 - Clear advisement form
- **Procedure:** students are cleared through Matt first, then Matt notifies you, and then they meet with you. You clear them through the form, and Matt emails you and the student when the advising hold is cleared in Athena.

Overrides for **undergraduate (ONLY)** courses

- Send clearances directly to Matt (email)
 - Include reason(s) for overrides
 - POD = permission of department / directed study
 - Special topics = one-shot, sit-down course
 - Directed study = working individually with a student
 - Course is full
 - Student lacking prerequisite
 - Time conflict
 - if a student says a course is closed but has seats available, then it's a full, cross-listed course. If you give them access, you will overload the course.
- Send Graduate-level overrides go to Graduate Office, Kate deDuFour

IV. Graduate Office -- Graduate Coordinator, Rhett Jackson (rjackson@warnell.uga.edu), Graduate Program Administrator, Kate deDufour (dedufour@uga.edu), Graduate Program Assistant, Shira Hersonsky (shirah@uga.edu)

A. Applications

- Applicants apply through the Graduate School, link on the Warnell website.
- Applications must be complete (3 letter of rec, GRE scores, etc.) before the Grad Office will compile and upload to a secure site (eLC).
- Faculty are notified once an application is ready for review and will submit their decision through the Qualtrics link.
- If your student does not meet the minimum requirements, you will be prompted to submit a letter of support for the GAC to review.
- If the applicant is applying for a PhD degree and did not complete a Master's degree, you and the student will be asked to provide letters of justification to be reviewed by the GAC (Graduate Affairs Committee).

B. Warnell Assistantships/Start-up

- Applications must be complete and recommended for acceptance to be considered for Presidential Fellowships, GRSA (Jan. 1) and Warnell Assistantships (Oct. 1 and Feb. 1).
- Typically six competitive, merit base assistantships are given for incoming students for Fall and possibly 1 or 2 for Spring semester.
- Same as start-up assistantships – 6 semesters for MFR/MNR/MS and 9 semesters for PhD with a once yearly TA assignment (TA applications are sent in April).
- Faculty members write the job description, the letter comes from the ADAA (Dr. Bringolf), Kate sends the letter through email.
- Faculty have 2 years from start date to use their start-up assistantship. For budgeting purposes, please inform Dr. Bringolf if you plan to use your start-up assistantship by Oct 1st for Spring and April 1st for Fall.

C. Assistantships/Renewals

- Use letter template and FY rates sent through email end of April/beginning of May to offer an incoming student a faculty sponsored assistantship. Send Kate the letter so she can forward to the student, along with the necessary assistantship information and reply form to get them set up on payroll.
- Students on assistantship will need to be renewed each Fiscal Year (July 1 – June 30). Kate will send an email reminder beginning of May.

D. Registration

- Students are advised through the clear advisement form each semester and Kate or Shira will remove the registration hold.
- Graduate level courses are 6000 level and above.
- Students must register for 18 hours if they are supported by an assistantship. After adding the appropriate courses, students will register for research hours under their major professor to fill their schedule to 18 hours.
- FANR 7000 – Master's Research, FANR 9000 – Doctoral Research
- Students must register for a minimum of 3 hours the semester they plan to graduate.

- You must email Kate to set up a problems course (e.g. FORS 7980, WILD 8980). She will create the course and give the student access to register.

E. Forms

- Advisory Committee
 - Masters – end of 1st semester
 - PhD – end of 1st year
- Program of Study
 - Masters – end of 1st semester
 - PhD – end of 1st year
- Prospectus
 - MS and PhD – end of 1st year
- Final Oral Examination & Defense
 - 3 weeks prior to exam and/or defense
- Graduation
 - Student: Application for Graduation Form (Athena) in first 2 weeks of final semester
 - Students must register for a minimum of 3 hours the semester of graduation

F. Graduate Student Handbook

- Policy, procedures
- Checklists by degree
- Sample forms
- Assistantships
- Scholarships
- Opportunities and Resources

V. Fiscal Policy and Procedures -- Director of Finance and Administration,
Anuj Sinha (asinha@uga.edu)

A. Fiscal Policy

<https://www.warnell.uga.edu/intranet/policy>

B. Fiscal Forms

<https://www.warnell.uga.edu/intranet/forms>

<https://onesource.uga.edu/>

<https://training.onesource.uga.edu> The library at this site is very helpful.

C. Incentives to Faculty

Current Annual Allocation from 3rd fiscal year - \$1,500 (varies); Additional \$2,000 (varies) for Outreach and Public Service Faculty to enable travel around the State.

a. Facilities & Administrative Cost Returns

Of the total F&A charged on grants, UGA and the UGA Research Foundation (UGARF) take approximately 78% and 22% each respectively. Warnell receives 74.4% of the amount taken by UGA and 10% of the amount taken by UGARF. Out of this total amount, the School retains 62.5% and returns 37.5% to the PI and Co-PIs (shared based on recorded F&A % credit in the Proposal/Contracts & Grants system). This equates to a net of 22.5% of the total F&A charged by UGA and UGARF on grants that is returned to the faculty.

F&A returns to faculty are calculated and budgeted in late July or early August each year for the prior fiscal year.

b. Salary Savings (salary buyout from grant funds)

On faculty salary savings, the School retains 15% and returns 85% to the faculty member.

On Research Professionals' salary savings for those funded by the School, we return 50% of the savings to the supervising Faculty member.

All funds retained by the School are used for new faculty startup funds, facilities renovations, maintenance, repairs, classroom technology and other upgrades, special yearend requests, etc.

c. Surplus funds (management of)

Per current UGA policy, all surplus funds at the end of each fiscal year in departmental revenue accounts can be carried over to the next fiscal year. Examples of such accounts are Fee based services, Service Contracts, Workshops, Conferences, Continuing Education, Vehicle Center, Facilities rental, etc. Also balances in F&A return accounts at the end of each fiscal year will roll forward.

D. Other Fiscal Resources

1. Student/Faculty Enrichment Fund — prior approval required, max of \$500 per gathering. Detailed guidelines and form here: https://studentaffairs.uga.edu/vp/content_page/student-faculty-enrichment-fund
 2. First-Year Odyssey Seminar, \$3,500 each seminar taught, can be taken as Extra compensation or Scholarly support (operating expenses). More details and form here: <https://fyo.uga.edu/faculty/resources.html>
 3. Provost international Travel Funds — for invited international meetings to present research papers, one trip per fiscal year for a maximum of \$2,000. 1:1 matching funds required. Guidelines and forms here:
<https://provost.uga.edu/resources/documents/fy19-international-travel-funds-memo.pdf>
<https://provost.uga.edu/resources/documents/fy19-travel-funds-form.pdf>
 4. Learning Technology Grants — to enhance teaching and learning at UGA through the innovative use of technology. Details here: <http://ctl.uga.edu/ltg>
 5. Extra Compensation for teaching a Continuing Education Course. This is for work over and above the normal 40-hour work week commitment to prepare and deliver a course.
<http://conted.warnell.uga.edu/>
- For details see:
R. Ingvar Elle
Continuing Education Coordinator
706-583-0566
ielle@warnell.uga.edu
6. Consulting — UGA policy currently allows 4 days of consulting per month with approval: http://provost.uga.edu/documents/Notice_of_Intent_to_Complete_Outside_Work_for_Pay.pdf

E. Warnell Fiscal/Administrative Office Duties (all supervised by Anuj Sinha)

<p>Jennifer Mathews <i>Business Manager III</i> 706-542-4746 jtm@uga.edu</p>	<ol style="list-style-type: none"> 1. Monthly/Academic/Summer school payroll (including graduate students) 2. Process all deposits 3. P-Card Coordinator 4. Budget Amendments and General Ledger Vouchers 5. Research accounting and other issues 6. Approver for purchase requests, payment requests, and travel 7. Final approver for hourly and salaried payroll 8. Backup for Ashley – Worker’ Compensation 9. Backup for Wendy – Process paperwork for faculty positions and post docs 10. Backup for Account Status Review 11. Overall backup for Anuj – Fiscal functions 12. Supervise Fiscal-Administrative office staff 13. Process staff hiring proposals 14. Process PAR adjustments/General Ledger Vouchers
<p>Audrey Greeson <i>Senior Accountant</i> 706-542-0713 agreeson@uga.edu</p>	<ol style="list-style-type: none"> 1. Account status reconciliation and monthly reports for restricted accounts 2. Process PARs 3. Assisting in post grants/contracts administration and issues <ol style="list-style-type: none"> a. No cost extension, residual balance, BA for accounting restricted accounts, sub-awards, closing of restricted accounts, sending monthly reminders about closing accounts, ensuring correct budgets and expenditures, rental agreements, pending and pre-awards, consulting agreements) 4. Budget amendments and general ledger journals for restricted accounts 5. P-card coordinator 6. Backup for UGAMart
<p>Michelle Dillard <i>Accountant</i> 706-542-0445 mdillard@warnell.uga.edu</p>	<ol style="list-style-type: none"> 1. Payment requests for reimbursement and payment of invoices for Foundation accounts 2. Account status reports for Foundation accounts 3. Process Foundation deposits 4. P-Card coordinator 5. Maintain employee performance evaluations (iPaws) 6. Associate to Anuj providing day-to-day administrative support
<p>Kathryn Reeves <i>Administration Associate II</i> 706-542-1125 Kathryn.reeves25@uga.edu</p>	<ol style="list-style-type: none"> 1. Hourly payroll (includes initiating and terminating personnels and posting positions in iPAWS) 2. Process new hire paperwork and send to HR/Payroll 3. Process UPS/FedEx/USPS shipments 4. Flinchum’s Phoenix reservations/security and account processing/billing 5. Backup for purchase requests/payment requests 6. Pick up hourly/salary/monthly paychecks 7. Backup for keys 8. Distribute mail 9. Locking up buildings
<p>Ashley McCullough <i>Administrative Specialist I</i> 706-542-3092 moore905@uga.edu</p>	<ol style="list-style-type: none"> 1. Process UPS/FedEx/USPS shipments 2. Leave Administrator 3. Purchase requests/payment requests initiator 4. Worker’s Compensation liaison 5. Keys (includes distribution, refund of deposits and balancing key account 6. Backup for distributing mail 7. Backup for Flinchum’s Phoenix 8. Backup for processing new hire paperwork

	<ul style="list-style-type: none"> 9. Locking up buildings 10. P-Card holder – Fiscal-Administrative Office 11. P-Card Coordinator 12. Distribution and collection of PARs 13. Billing and Accounts Receivable Coordinator 14. Telephone Representative 15. Timber sale reconciliations 16. Supervise Administrative Associate II – Kathryn Reeves
Magen Ballard Accountant 706-542-2314 emb0926@uga.edu	<ul style="list-style-type: none"> 1. Process salaried payroll (personnels, bi-weekly timesheets - Kronos) 2. Process travel authorities and reimbursement of expenditures 3. Account status review for Foundation accounts 4. Backup for Christie – process payment and purchase requests
Christie Miller Senior Accountant 706-542-4747 miller68@uga.edu	<ul style="list-style-type: none"> 1. Account status review and monthly reports for state accounts 2. P-card holder – Fiscal-Administrative office 3. P-card coordinator 4. Purchase requests/General ledgers 5. General ledger vouchers and backup for budget amendment for state accounts 6. Payment requests – for reimbursements, invoice payments, page charges, registration payments, and transactions requiring check requests 7. Work study program liaison 8. Study Abroad/field studies payment requests/purchase requests

Pre-award Staff reporting to Dr. Merkle and Dr. Mengak:

Jennifer Culbertson
Grants Coordinator III
jen2@uga.edu
706-542-6605

Charlotte (Carly) Surratt
Admin Spec II
mcsurratt@uga.edu
706-542-3098

Tina Jones
Admin Spec II
tjhjones@uga.edu
706-542-2866

Other staff details can be found here:
<https://www.warnell.uga.edu/people/staff>

VI. Warnell Student Services Initial Points of Contact

Undergraduate Appeals	Jenny Yearwood
Career Services, Job Announcements, On-site Interviews	Whitney Jones
Certificates within School	Jenny Yearwood
Committees--External Advisory Board, Teaching Effectiveness	Robert Bringolf
Committees--Meeting Scheduling	Jenny Yearwood
Committees--Student Advisory Board Meetings	Gary Green/Jenny Yearwood
Course Evaluations	Jenny Yearwood
Curriculum--CAPA Support for Faculty, Course Scheduling	Matthew Head
Curriculum--New Courses	Robert Bringolf
Exit Interviews	Whitney Jones
Faculty--Instructional Assignments, Evaluations, TA Assignments	Robert Bringolf
Faculty--Reference Letters	Dale Greene
Field Courses	Robert Bringolf
Graduate Program	Kate deDufour
Graduate Student Offices	Carly Surratt
Graduation Ceremony	Jenny Yearwood
Honors & Awards--Applications	Whitney Jones
Honors & Awards--Banquet	Bridget Harden/April McDaniel
Honors & Awards--Records, Disbursement	Matthew Head
Honors & Awards--TA Awards & CURO Research Assistantships	Gary Green
Learning Outcome Assessments	Jenny Yearwood
Orientation	Whitney Jones
Outreach—K12 & Campus	Katlyn LaVelle
Recruitment, incl. Campus Tours & Advising for Future Students	Katlyn LaVelle
Registration--Graduate	Kate deDufour
Registration--Senior Thesis Approvals	Gary Green
Registration--Undergraduate	Matthew Head
Scheduling--Appointments w/ Dr. Bringolf, Committee Meetings	Jenny Yearwood
Scheduling--Classroom Scheduling for Events and Meetings	Jenny Yearwood / rooms@warnell.uga.edu
Scheduling--Classroom Scheduling for Regular Class Times	Matthew Head /rooms@warnell.uga.edu
Scheduling--Rooms 4-132, Keadle Conference Room, 4-301, 1-309, and Lobby Building 2 and 4	Ashley McCullough/Kathryn Reeves rooms@warnell.uga.edu
Student Ambassadors (co-advisor)	Katlyn LaVelle
Student Ambassadors (co-advisor)	Whitney Jones
Student Clubs--Budgets	Jenny Yearwood
Student Clubs--Reimbursements	Jenny Yearwood
Study Abroad Courses	Robert Bringolf
Undergraduate Program--Graduation Certification	Matthew Head
Undergraduate Program--Prof. Program/Faculty Advisor Assgmts.	Matthew Head
Undergraduate Program--Student Records	Matthew Head
Undergraduate Program--Students in Distress	Gary Green
Warnell Merchandise sold by clubs	Jenny Yearwood
Writing Program	Jake Knox

VII. Other important info

All the following important info can be found at <https://www.warnell.uga.edu/intranet>

- Email and IT support: Technology@Warnell
- Warnell Annual and Sick Leave Request (good until the December 31, 2018, then we transition to one source leave system)
(when off-campus, log in through remote.uga.edu)
- All Travel Authorization and reimbursement is completed through OneSource
- [Warnell OneSource Info](#)
- [Forms](#) (such as cash reimbursement, purchase request, telephone request, etc)
- [Policy](#) (ALL School polices)
- [Academic Resources](#) (Exam schedule, online course evals, ArcGIS training, Accessing folders on Warnell server)
- [Digital Signage](#)
- [Advising Resources](#)
- [Room Reservations](#)
- [School Identity & Logos](#)
- [Warnell Standing Committees](#)
- [Website Tutorial](#)
- [School Calendar](#)
- [News](#)
- [Warnell Job Board](#)
- Vehicles: Warnell owns a fleet of passenger vans, pickups, etc. that can be used for teaching and research purposes. There is no charge for teaching but mileage and daily use fees apply for research. For more information contact Warnell's Whitehall shop 706-542-1202
- Consulting leave form is supplied by Wendy Holland in Dean's office 706-542-4741