FINANCIAL AND PROCEDURAL GUIDELINES
Arts, Sciences & Engineering Diversity Fund – AY 2011-2012

The Deans of the School of Arts and Sciences and the School of Engineering have established the following financial and procedural guidelines for the AS&E Diversity Fund grants. In some cases, the guidelines are clarifications of already-existing Tufts University policies. Questions and correspondence about these guidelines should be directed to: Margery Davies, Director, AS&E Office of Diversity Education and Development; or her Staff Assistant, Tina Schiavone.

Campus Address
Ballou Hall – Third Floor
Medford Campus

Contact Information
Margery Davies
Phone: 617-627-3385
Email: margery.davies@tufts.edu

Tina Schiavone
Phone: 617-627-2123
Email: tina.schiavone@tufts.edu

FINANCIAL GUIDELINES
In order to be able to continue to have many high-quality events, the AS&E Diversity Fund has established some general guidelines.

CO-SPONSORS:
Contributions from co-sponsors are strongly encouraged for all events.

HONORARIA:
Honoraria for outside speakers and performers can vary widely. A speaker for a single class generally is paid less than one for a community-wide audience; a faculty member from another institution is generally paid less for speaking to academic colleagues than for giving a general public lecture; a speaker/performer with a national reputation often has a standard fee that is higher than the fee for someone who is less well known. The following general guidelines should be kept in mind:

(1) University policy states that a full-time faculty or staff member whose primary employment is at Tufts University may not be paid an honorarium for giving a talk or presentation at Tufts.
(2) People are strongly encouraged to ascertain the standard fee of the proposed speaker/performer, and to document that they have worked on negotiating that fee whenever appropriate. People are also strongly encouraged to organize an event
so that the speaker/performer does more than give one public lecture, and is available for additional activities such as meeting with students in a small-group setting, attending a dinner or reception, etc.

(3) As a general rule, if a speaker has a regular academic appointment, the honorarium maximum for an activity (speech, meeting with faculty group, etc.) is $500.

MEALS:
Diversity Fund monies will pay for catered receptions, dinners, etc. that are part of the program being funded. While efforts should be made to keep the cost of these events to a reasonable level, the price will vary depending on the nature of the event. In addition, Diversity Fund grants will pay for small groups to go out for a meal with the invited speaker, within the following limits (which are modeled on the limits used for AS&E faculty searches):

(1) LUNCH: maximum of $15/person, maximum of 5 people plus speaker.
(2) DINNER: maximum of $40/person, maximum of 5 people plus speaker.

TRAVEL AND HOTEL:
Travel and hotel arrangements should be made according to Tufts’ “Travel Policy and Procedures.” See the Tufts website at:

http://finance.tufts.edu/accpay/poli_travelpolicy.php

PROCEDURAL GUIDELINES

DATE:
As soon as you have a projected date for this event/program, please let Tina Schiavone know. We are trying to avoid schedule conflicts for all of the programs supported by the Diversity Fund.

ADVERTISING:
In your advertising for the program, please acknowledge the Arts, Sciences & Engineering Diversity Fund as a sponsor.

Also, please note that we now have a centralized calendar for events at Tufts! All events that receive support from the AS&E Diversity Fund MUST be posted on this calendar, so please don’t forget to submit your event to the Tufts Events Calendar, at http://events.tufts.edu.

AS&E DEANS’ INTRODUCERS BUREAU:
The AS&E Deans’ Introducers Bureau provides a systematic way for the deans to attend and play a role in welcoming the audience and introducing speakers at diversity-related events. Lisa Dacundo, Administrative Assistant to the Dean of Arts & Sciences, coordinates the Deans’ Introducers Bureau. Lisa will get in touch with the organizers of
events that are being sponsored in whole or in part by the AS&E Diversity Fund, to find out if they would like to have one of the AS&E deans play a role in greeting the audience and/or introducing the speaker(s). Please feel free to take the initiative and contact Lisa about your event (X73864 or lisa.dacundo@tufts.edu).

REPORT:
After your event/program has taken place, please fill out the Report on the AS&E Diversity Fund Event/Program and send it to Margery Davies/Tina Schiavone. This report must be submitted before the Diversity Fund money will be transferred to your account.

FINANCIAL PROCESSING:
All expenses associated with your program/event should initially be run through the account of your department/program/organization. Do not worry about overspending your account for these events, since the Diversity Fund will reimburse you before the end of the fiscal year. As soon as the program/event has taken place and the expenses have been incurred, please send Tina Schiavone a completed Expense Transfer Entry Form. You should also include copies of forms used to pay, such as Interdepartmental Requisitions, Consultant Payment forms, Travel Authorization/ Advance/Expense Report forms, etc. We will then be happy to fill in the Diversity Fund DeptID, approve the expense transfer, and send it to Accounting. Student organizations should contact Annie Wong of the Office of Campus Life for help with these financial procedures.

Expense Transfer Entry Form tips:
- SEND THE ORIGINAL, signed Expense Transfer Entry Form (the hard copy). We cannot process forms sent as email attachments, since they lack the original signature.
- Be sure to SIGN ON THE CORRECT LINE. Your account will be receiving a credit; make sure that you sign on the line that reads “(-) Credit account Authorization (Signature).”
- MISTAKES WILL DELAY YOUR REIMBURSEMENT. If you do not send us the original form, or sign on the wrong line, the form will have to be sent again or done over.

Please note: (1) We must receive the Report on your Diversity Fund-sponsored event/program before we process the financial paperwork; and (2) All financial paperwork must be submitted to Tina Schiavone by May 31 of the fiscal year in which the event/program takes place.

DIVERSITY FUND/AY2011-12 Diversity Fund Guidelines (04/01/11)