

College of Arts and Letters

Updated guidance on R&PD spending August 12, 2020

One of the highest priorities of the University of Notre Dame, along with guarding the physical health of faculty, staff, and students and promoting high quality instruction, has been to preserve the strength of our research programs. After months of austerity, the College is now able to loosen restrictions on R&PD spending, although we ask all faculty members to continue to be good stewards of University resources.

Our current guidance for faculty of all ranks (which may be altered in light of future events) is below. This guidance updates policies on the purchase of computers/laptops relative to those published on July 15, 2020.

Expenses that may be incurred without advance approval:

- Direct costs of research such as books, materials, translations, library/archive reproductions, software, non-computer equipment, and human subjects honoraria.
- Publication subventions, image permissions, editing and indexing fees.
- Books and materials needed for teaching
- Up to \$1000 in technical equipment needed to prepare and deliver Fall semester courses (e.g. iPads, webcams, etc.).
- Up to two professional memberships.
- Registration fees for *online* conferences or workshops.
- Honoraria of up to \$250 per person for visitors' *virtual* participation in scholarly or educational activities with Notre Dame faculty and students.

Expenses that require prior authorization:

- Undergraduate and graduate student research assistants. Not all requests to hire student workers will be approved and preference will be given to students whose financial aid package includes such work. Faculty requests for student workers should be directed to department chairpersons who will forward them, along with their own evaluation, to the appropriate divisional associate dean for consideration.
- Technical equipment needed to prepare and deliver Fall semester courses in cumulative excess of \$1000. Requests should be directed to department chairpersons who will

forward them, along with their own evaluation, to the appropriate divisional associate dean for consideration.

- Replacement of existing non-CWP computers/laptops that are out of warranty and a) contain failed hardware components that cannot be economically repaired/replaced, b) cannot support needed upgrades to operating systems or other critical software, or c) for other demonstrable reasons can no longer efficiently support faculty work. Requests (including justifications) should be directed to department chairpersons who will forward them, along with their own evaluation, to the appropriate divisional associate dean for consideration.
- Faculty with CWP machines that need repair, or that are so damaged that they need to be replaced, should follow the process outlined [here](#).
- Travel necessary to collect data or other research materials must be approved in advance by the Dean of the College. Requests for research-based travel must be made using guidance and forms available [here](#). Significant restrictions and requirements will be associated with all research-related travel.
- Please note that all computing and technology purchases must be made via ALCO.

Expenses that continue to be prohibited:

- Meals or entertainment.
- Conference travel.
- On-campus academic visitors.
- Office fixtures or furnishings.
- New (non-replacement) computers/laptops (note that tablets may be purchased for remote or hybrid teaching).
- Supplies for home use.
- Non-student workers (including former students, spouses of grad students, etc.).