

Lehigh Sloan Research Grant Reimbursement Guidelines

Research grants of \$6000 each are intended to help untenured faculty members sustain research productivity while caring for a newborn or adopted child, or other family member. Faculty will be able to use these grants in ways they determine to be most useful—travel for research or conferences; computer equipment; research assistance; photocopies, microfilm, and other research materials; daycare; or housekeeping.

Faculty will receive a Lehigh Banner Index (account) number for their Lehigh Sloan research grant and will be designated the financial manager for the account.

Faculty may use the research grant during and/or after their FMLA leave, subject to the following limitations required by tax law and insurance requirements:

Travel for research or conferences, photocopies/ microfilm, and other research materials:

Submit completed Request for Reimbursement form via standard University procedures through the University's branch bank.

Because of insurance requirements, faculty may not use the Lehigh Sloan grant for research or conference travel while on full-time FMLA leave. Faculty on intermittent FMLA leave may use the Lehigh Sloan funds for travel only on days when they are scheduled to work (rather than caring for a family member). Faculty may use Lehigh Sloan funds for travel after the end of their FMLA leave.

Research assistance:

Use standard University procedures for hiring and compensating a research assistant/postdoctoral fellow. The grant does not include tuition credits.

Daycare and housekeeping:

Eligible expenses include child or adult care through a licensed day care provider and housekeeping services provided by a cleaning services company. Reimbursement for these expenses must be requested from the Lehigh University Payroll Office on the "Faculty Additional Compensation—Lehigh Sloan Foundation Support Form." This compensation is taxable and therefore must be processed by the Payroll Office.

The Lehigh Sloan research grants may not be used for summer salary.