

## **Boston University Center for the Humanities Award Guidelines**

As of 11/1/17

As the recipient of a Boston University Center for the Humanities Award, you have some specific responsibilities. Please read these guidelines and make sure that you and the people working with you understand your responsibilities as an Awardee regarding the implementation of your award.

### **Identify Correspondence & Payment Requests by Awardee Surname**

Because BUCH is managing multiple awards, all correspondence related to your award should be identified with the **Awardee's Surname** or the departmental block grant (e.g., “**RN Dept Block Grant**” indicates the Religion block grant). Please make sure that forms and requests pertaining to your award have the **Awardee's Surname or the specific Block Grant written on them in any notes/comments sections**. Also include the specific award if you hold more than one.

### **Planning and Scheduling Events: Use the BU Calendar**

1. We would like all of our Awardees to be aware of other events on campus when planning your own events. To this end, we ask you to list your event on <http://www.bu.edu/calendar> as soon as you have a title and a date. We encourage you use the BU calendar as a planning tool. This works properly if **all awardees post their events on the BU calendar** as soon as they set the date. You do not need to have the venue or program set in order to submit an event to the BU calendar. If everyone does this, you will be able to look at the BU Calendar when selecting a date and see if there are any humanities conflicts.
2. When submitting an event to the BU calendar, **please check the category box “Center for the Humanities”** on the left side of the form and write “Sponsored [or Co-sponsored] by the BU Center for the Humanities” in the content box. This is very important and will help us and others identify events sponsored by BUCH. You must submit your event on the <http://www.bu.edu/calendar> website in order to be able to check the Center for the Humanities box. If you add it to your departmental calendar and “share” there is no category box available and when it populates to the BU Calendar, that box will not be checked.
3. On the same day that you submit your event to the BU Calendar, please send us (at [buch@bu.edu](mailto:buch@bu.edu)) an email with the same information and a note that you have just submitted your event to the BU Calendar. We keep a spreadsheet of BUCH sponsored events prior to putting them on our website calendar. The BUCH staff manages the BUCH web calendar and you cannot submit an entry to it online. Our calendar, in turn, forms the basis for our weekly bulletins.

### **Publicity**

1. As you finish planning your event, update or correct information in an event listing by contacting the BU Calendar editor at [calendar@bu.edu](mailto:calendar@bu.edu) or 617-353-2752.
2. Likewise, please email [buch@bu.edu](mailto:buch@bu.edu) with full information and the flier or poster for your event **at least two weeks before your event**. Remember, all posters, fliers, websites should include the words “Supported [or Co-Sponsored] by the BU Center for the Humanities.”

### **Photos**

BUCH has a website and a yearly newsletter that are hungry for your photos. When planning your event, please try to have someone assigned to take photos and send us one or two with the names

of the people and their roles at the event (e.g. keynote speaker, audience, awardee). If possible, rather than taking photos of speakers standing at podiums, please have the speakers and the awardee stand together and get a nice upper-body shot of them together. Also, if there is a display case or large poster, you might get a photo of someone standing near it. Send photos to [buch@bu.edu](mailto:buch@bu.edu)

## Reports

BUCH requires a report from its awardees after your event is over. If you send it to us within two weeks of the end of your event (with photos) we can create a news post about it and feature it on our website. At the latest, it must be submitted by June 1. This report can take the form of a letter to the director, on letterhead, describing the event and giving the number of people who presented and the number of people who attended. The report should be accompanied by event fliers and programs. The BUCH Director will be sharing this information with the members of the Executive Committee, who will take it into account when granting future awards.

## Payment of Expenses

1. **Award-Related Business and Travel Expenses:** Since February 2015, BU has been using the Concur system for claiming Business and Travel Expenses. Faculty and Departmental Administrators are able to make “Guest reports” for travel and business expenses for your Award events. Administrators should use their Travel Cards to book hotel and travel reservations for people traveling to BU using the BUCH codes provided on the BUCH Concur Guidelines (separate sheet). These expenses must then be cleared by making a Concur Report and attaching the receipts. The BUCH administrator will then approve the reports. The BUCH administrator will no longer pay for hotel and travel reservations directly. Please do **not** use your departmental administrator’s **P-card** for any expenses. Please contact the BUCH administrator if you have a question about this.
2. **Internal Service Requests (ISRs) & Facilities Service Requests (FSRs):** All ISRs and FSRs needed for your event should be made by the BUCH office on your behalf. Your assistant or administrator should send all specifics for one request (Awardee’s name, event title, venue street address and room number (not just the building name), requester’s name and BU phone extension, catering event sheets, media estimate sheets, spatial layouts, etc.) in a single email to Tamzen Flanders at [flanders@bu.edu](mailto:flanders@bu.edu). ISR/FSRs can be made far in advance. Please ask us to make your ISR/FSRs as soon as you have contacted your vendor; don’t wait until the week before your event.
3. **Honoraria Disbursement Forms:** Honoraria requests are now filed through the new online Disbursement Form (<http://www.bu.edu/ap/resources/forms/disbursement-form/>). Because of the peculiarities of this system that involve approving requests quickly or forfeiting the ability to approve them, prior to submitting a request, please email Tamzen Flanders at [flanders@bu.edu](mailto:flanders@bu.edu) with notification of and documentation about the request. On the form for all awards, the approver should be noted as: Tamzen Flanders, 8-6251, [flanders@bu.edu](mailto:flanders@bu.edu). In the text box at the bottom titled “**All expenditures must have supporting documentation. (Information provided will be placed in the text field in BW reports)\*,**” please write **awardee surname, date, and name of event**. This allows BUCH to identify and recognize the honorarium in accounting reports. Cost objects are the same as those noted in the separate Concur guidelines. Honorarium requests must have a signed W-9 (or W-8) form and the event flier or program attached.
4. **Paying honoraria to international (non-US citizens, non-US permanent residents) is a process that takes time, patience, and planning.** There are instructions on a separate webpage on our Humanities website in the FAQs section. Please also call the BUCH administrator so that we can work through the process together.

5. **Invoices:** These are rare. If you think you will have a charge that will generate an invoice, please contact the BUCH Administrator.
6. **Student Employees:** Usually Awardees hire graduate students to help with their events. In the event that you hire an undergraduate student, the student will be paid on hourly basis. **The maximum hourly wage that BUCH pays for student assistance is \$18/hour**; however, this rate is usually reserved for the graduate student whose work involves considerable responsibility.
  - When hiring a graduate student, either to oversee the desk at a conference or to help with the event planning, please be aware of the GRS rules regarding extra pay. If the student is already receiving university support, the student is limited to 5 hours a week additional work duties and a limit on payments from ALL jobs of \$1,000 per semester. Please check when you ask a student to help you that your tasks will not push the student over the limit. Also, please note that international students may not take on any extra work for pay over the 20 hours per week assumed for their university support (TA, RA, Fellowship).
  - Once you have ascertained that your student can indeed work for you, if you hire students to assist with the event, they should be paid on a weekly scale. If they work only for the days of the event, their hours may be turned in to BUCH for payment after the event. **If they work throughout the semester or the year, BUCH should sign them up as weekly employee at a set rate per week.**
  - **Student employee limitations:** If you hire a graduate student to manage your award, please be aware of the limitations of this kind of help. Graduate students are not trained or approved for any accounting functions at the University. They cannot create Concur Reports or gain direct access to Disbursement Forms. Their names and cell phone number cannot be entered into ISR/FSRs as contact people. When BUCH has a question regarding a form or expense, we can easily contact a Department Administrator, but we can rarely contact a student employee. Faculty members who delegate managerial responsibilities to graduate students should understand that they are effectively asking their Department Administrators and the BUCH Administrator do much of the work and to teach student workers how to do the few things that remain.
7. **Dinners:** When taking invited guests out to dinner after an event, the responsible faculty member should submit both the itemized receipt and the credit card receipt (do not use a BU P-card), and the names of all attendees. (Please do not write the names on the back of the receipt and then tape that side down to the page. Copy the names down on the form first.) You will need to make a Concur report to be reimbursed for payments made with your personal credit card and also with a BU Travel card. All purchases of alcoholic beverages must be identified as such and itemized on the Concur report. BUCH will cover moderate beer and wine consumption with the meal, but we do not normally expect to be charged for cocktails or after-dinner drinks. The goal of these events is to continue the discussion and forge connections between distinguished visitors and BU humanities scholars. In our experience, a dinner at a moderately-priced restaurant that includes graduate students and faculty members of all ranks is a good way to produce extended discussion of the lecture topic.

BUCH depends on the hard work of the many department administrators who ensure that forms come to us for payment properly prepared and including key identifiers, such as the awardee's name. By following these guidelines, you can make sure that your award implementation goes smoothly. You will also find these Award Guidelines on the BUCH website, under the FAQs section. If you have any further questions, please contact the BUCH Administrator, Tamzen Flanders at 8-6251.