

MENDOZA SPENDING GUIDANCE IN RESPONSE TO COVID-19 PANDEMIC FACULTY VERSION

Last Updated: May 4, 2020

During this time of disruption, Mendoza College of Business' priorities continue to be:

- 1) Providing for the safety and health of all of our students – undergraduate and graduate.
- 2) Attending to the health and well-being of all of our workforce.
- 3) Continuing the University's central work of teaching and research.

Note: This document is intended for internal guidance only for those at Mendoza who manage budgets and annual planning. The specific items included are subject to change.

OVERVIEW

- The extraordinary circumstances of the COVID-19 pandemic have put enormous pressure on nearly every revenue stream available to Notre Dame, while at the same time introducing significant new expenses. We have all been asked to reduce expenditures under our control to the fullest extent possible, while maintaining the priorities outlined above.
- For the sake of contingency planning, the University has asked the College to prepare for a reduction in our expenditures of 5% of our funding from unrestricted funds in FY2020-21 (where unrestricted funds provide for less than half of our overall budget).
- The University established the overall guidance regarding specific items considered “non-essential,” which are outlined below. Any Mendoza faculty requests for exceptions will be considered on a case-by-case basis by the dean, senior associate dean Ken Kelley, the department chairs or the director of finance & facilities, Doug Franson.
- As always, financial transactions should have a clear business purpose; i.e., the business purpose should answer who, what, when, where and why the transaction is necessary for achieving the College's top priorities (see above).

GENERAL OPERATIONS

- Subscriptions for services and products not directly necessary for your research or necessary for teaching should be canceled.
- Grant-funded hiring will be allowed based on the terms and conditions of the grant and with the approval of the dean or senior associate dean.

INFORMATION TECHNOLOGY

- The Campus Workstation Program, which replaces faculty and staff computers on a rotational annual basis, will be suspended until further notice. Replacement of nonfunctional equipment will be approved.
- Other than for new faculty hires, faculty should not purchase information technology equipment (including computers) at this time. Any costs for technology-related needs should be approved in advance by the department chair.

- For technology needed for teaching, the faculty member should contact Mendoza IT for a quote that can be forwarded to the department chair (under \$1,000) or to Ken Kelley (above \$1,000).
- Equipment such as microphones or iPads (e.g., for use as a "whiteboard" for online teaching) will generally be approved for an RPA purchase (if such equipment has not already been purchased with an RPA).
- Equipment such as scanners, new or extra monitors, external hard drives, will not generally be approved without justification.

TEACHING

Teaching is essential for the University, but not all potential expenses that would be useful are also essential. As the College and University generally provide many needed resources for teaching, there should be minimal expenditure in this category. Nevertheless, reasonable teaching expenses that directly support instruction will generally be covered.

Essential costs that will be approved include:

- Periodicals or other subscriptions that are essential to your teaching and/or research will be covered. However, if a periodical is available online through the Hesburgh library, a case should be made as to why a personal in-print subscription is a necessary business expense.
- Teaching assistants that will facilitate your teaching and students' learning will likely continue to be covered (up to 12 hours a week). Requests should be discussed with the department chair ahead of time. No promise of position or support should be made without prior approval.
- Conferences where the faculty member is presenting a paper will generally be approved if the required funds are available in your RPA; however, the faculty member should seek pre-approval from the department chair or Ken Kelley.

Nonessential costs that will generally *not* be approved include:

- Student activities associated with a course.
- Attendance of teaching seminars (e.g., to learn the case study method).
- Food and entertainment expenses unless hosting an external guest.

RESEARCH

Research is essential for the University, but not all potential research expenses that might be useful are essential. As a guiding principle, the College will continue to support faculty research activities that would be included as important contributions to one's research portfolio. But faculty should postpone or opt out of activities that will have little to no impact on one's contributions to the field (that would be included on one's CV).

To be clear, research is a priority for Mendoza and is often funded through central College resources or through RPAs. We ask for prudence at this time with RPA spending and ask that all travel be pre-approved, with the expectation that permission will be granted for faculty to attend important conferences or meetings where they are 1) presenting their work, 2) playing a substantial role in the organization of the meeting, or 3) collecting essential onsite data.

Specific guidelines include:

- For research supplies, such as commercial data sets, faculty members should discuss their needs with Ken Kelley after consulting with the Mendoza Research Team. The College intends to continue to fund the data sets that we have a subscription to or have committed to purchasing.
- Travel for top research conferences and top journal submissions will continue to be approved. (See additional information below.)
- Training workshops to learn a new technique that might be useful for research will *not* generally be approved.
- Research assistants that will facilitate your research and students' experience will likely continue to be covered (up to 12 hours a week). Requests should be discussed with the department chair or Ken Kelley ahead of time. No promise of position or support should be made without prior approval.
- For conferences, faculty should seek pre-approval from the department chair or Ken Kelley.
 - For workshops at other universities considered necessary to "fine tune" research contributions, faculty should discuss such travel with the department chair or Ken Kelley.
 - Though expenses to participate in non-major conferences or to travel to another university to work with co-authors are generally discouraged at the present time, faculty should seek pre-approval from the department chair or Ken Kelley if they deem these as important.

TRAVEL

Travel using University funds must meet two conditions:

- 1) It must be deemed to be safe according to University guidelines.
- 2) It must be deemed as essential.

Any reimbursement request during these periods must be:

- Pre-approved by the department chair or Ken Kelley before arrangements are made.
- Considered "essential" in that the conference or event supports a faculty member's research activities that are important inclusions on his or her CV or development as an independent scholar. These would include select academic conferences related to the individual's discipline (generally those considered top-tier for the discipline).

SUMMARY

While this set of guidelines attempts to provide detail regarding certain types of expenses, your cooperation is needed with respect to a wide array of expenses. Please help us by scrutinizing each expense with the questions, "Can this expense be deferred? Or avoided?" Some work that is important will necessarily and regrettably be deferred. Other expenses may be avoided altogether. Your help in this is much appreciated.

FOR MORE INFORMATION

For questions about budget expenditures related to teaching or research, faculty members should first contact their respective department chairs.

[Doug Franson](#), director of finance and facilities, serves as the primary College contact for budget-related questions. Questions, requests or concerns can be sent to Doug and the finance team via Mendoza.Finance@nd.edu.