GRANT ADMINISTRATION, EXPENSE ADMINISTRATION, AND OVERHEAD MANAGEMENT

WID’s overhead policy conforms to campus policy:

- If sponsored work is primarily performed in the Discovery Building, staff and trainee appointments should be written through WID and the overhead generated will accrue to WID.
- If work is primarily performed elsewhere on campus, the unit where the work is primarily performed should write staff and trainee appointments so that the appropriate unit receives the overhead (this will require opening edits on grants that are administered by WID).
- The exception to this policy are non-dissertator graduate students, who should be appointed by their departments even if they are primarily working in the Discovery Building, and the overhead associated with these stipends accrues to the department.
- Travel, supplies, and equipment should also be processed by and credited to the unit where the work is being primarily performed.
- Faculty should run both summer support and academic year buyout through their tenure departments.
- WID overhead distribution is at the discretion of the Director.

Going forward, we ask that our CoE faculty who are doing research at WID work with their department administrator, research administration and payroll staffs to follow the guidance contained in this policy. Note that WID has also adopted a parental leave policy for graduate students that is similar to that of CoE, such that the students’ coverage remains the same irregardless of which unit the appointment is run through.