



**Office of the Provost  
Internal Funding Guidelines  
Harstad Endowed Curricular Development Grants**

**I. Harstad Endowed Curricular Development Grants**

These annual grants are intended to fund the development of curricula that highlight the culture, values, intellectual contributions, and history of Scandinavia to ensure that connections to the university's heritage are vibrant, current, and accessible to students across fields of study. The following guidelines outline allowable and unallowable expenses as well as procedures for purchasing and reimbursement requests. It is expected that your grant be utilized within the established timeline set forth in your grant letter. Additionally, expenses should strictly adhere to your approved budget, as outlined in your proposal. As per the university's accounting standards (GAAP: Generally Accepted Accounting Principles), carry forward of funds from one fiscal year to the next or extension of funds beyond the grant period are not allowed. Unexpended funds from each grant shall revert to the university.

Grant recipients shall provide to their college deans and the Provost a written report (500 words or fewer) within 90 days of the conclusion of their projects, summarizing their activity. An itemized budget report of expenditures should be included/attached. Faculty members are responsible for tracking their expenses throughout the year.

All durable assets purchased with Harstad funds are considered property of Pacific Lutheran University. ***Durable assets** are defined as tangible goods that yield service or benefits over a number of years. For example, scientific equipment or special computing needs over and above the standard computer/laptop provided by PLU.*

**Allowable Costs:**

- Books, instructional/research materials, journals, and electronic resources
- Summer compensation for granted faculty member; not to exceed \$750 per month or \$2250 total (June, July, August ONLY)
- Laboratory supplies or equipment
- Travel related to research or professional development, including conference travel
- Professional membership fees
- Student compensation (Research Assistants, current PLU students ONLY)

**Unallowable Costs:**

- Faculty compensation during the academic year
- Office furniture
- Regalia
- Gifts, Gift cards, donations, parties
- Shared costs of durable assets. Expenses for family members (travel, lodging, meals)

**II. GUIDELINES FOR PURCHASING AND REIMBURSEMENT OF EXPENSES:**

Up-front costs (not including large equipment or hardware) are paid for by the faculty member or through the department/program/school. Reimbursement requests are then forwarded to the Provost Office. For assistance with payment options, consult with your department/program/school for the purchasing procedures within your respective unit.

- **Summer Compensation:** If you requested summer compensation as part of your Harstad Grant, please contact the Provost Office ([provost@plu.edu](mailto:provost@plu.edu)) to request a contract for extra pay.
- **Student Compensation:** *If student workers are part of your project proposal, please be advised that ALL PLU students are paid hourly through Student Employment.* Please consult the Administrator in your department/program/school for assistance on hiring and setting up payments with Student Employment. Timesheets should be charged directly to your Program/Department/School. Once payments have been set up, contact the Provost Office to request a transfer of your grant amount allocated for student compensation to the account being charged.
- **Computer and Computer-Related Items (Software/hard drives etc.):** These items can **ONLY** be purchased through IT&S (Information & Technology Services). **Any computer hardware purchases made without pre-approval or through IT&S will not be considered a reimbursable expense.**
  - General questions about software/hardware can be directed to IT&S at [helpdesk@plu.edu](mailto:helpdesk@plu.edu). To place an order, the faculty member should submit a Help desk ticket [here](#). In your email and/or ticket, please specify that your request is being funded with Harstad Grant funds and copy the Provost Office ([provost@plu.edu](mailto:provost@plu.edu)) for approval and FOAP to be charged.
- **Books, instructional materials, office supplies** – Reimbursement for out-of-pocket purchases should be submitted to the Provost Office on a [Payment Request Form](#). Original itemized receipts showing proof of payment (such as the last four digits of the credit card) must be attached. For purchases made online, reimbursements are not accepted until the items are received. An order “Summary” will not be accepted.
- **Research materials, lab supplies** – Faculty will work with their department or lab manager directly for these purchases and the Provost Office will transfer funds to the department.
- **Professional membership fees** – Reimbursement for membership fees paid out of pocket should be submitted to the Provost Office on a [Payment Request Form](#) with the original receipt attached.
- **Travel** – Please refer to the PLU [Policy on Travel – Summary](#) and the [Travel and Business Expense Policy](#).
  - A minimum of two weeks prior to traveling, a [Pre-Travel Authorization](#) form must be completed and submitted to the Provost Office. Requests for a travel advance must be submitted one month prior to the trip.
  - A completed [Travel Expense Voucher](#) with original receipts must be submitted to the Provost Office within 60 days of the conclusion of travel to be eligible for reimbursement. **Travel must be completed and Expense Vouchers submitted by May 20th of the academic year to allow for processing by May 31<sup>st</sup>.**
  - Travel arrangements and payments are to be made by the faculty member or through your department/program/school.
  - Please follow all state and federal health and safety directives regarding travel, and notify the Provost Office of any changes to your proposed itinerary before travel.

**All travel and reimbursement policies and forms can be found on the [Office of Financial Services website](#). **IMPORTANT: Payment requests received after May 31<sup>st</sup> (end of FY), are ineligible for reimbursement, even if the purchases were dated prior to May 31<sup>st</sup>.****