

University of Idaho
2024 – 2025 Faculty Senate Agenda

Meeting #7

Tuesday, September 24, 2024, at 3:30 pm
Zoom Only

- I. Call to Order
- II. Approval of Minutes (Vote)
 - Minutes of the 2024-2025 Faculty Senate Meeting #6 (September 17, 2024) **Attach. #1**
- III. Chair's Report
 - Who We Are – Taylor Raney, Associate Dean of Undergraduate Studies, CEHHS/Director of Teacher Education/Clinical Full Professor.
- IV. Provost's Report
- V. Other Policy Business
 - Ad Hoc Committee on Salary Membership Change (Vote)
 - FSH 1580, Bylaws of the Faculty Senate – Kristin Haltinner, Senate Chair (Vote)
 - APM 45.06, Allowable and Unallowable Sponsored Program Expenditures – Diane Kelly-Riley, Vice Provost for Faculty (no vote)
 - APM 35.67, Laboratory Safety Program – Samir Abd El-Fatah, Executive Director, Environmental Health and Safety
- VI. Announcements and Communications
 - Initiatives Coming from the Vice Provost of Digital Learning Initiatives Office – Ken Udas, Vice Provost of Digital Learning Initiatives
 - FY25 CEC Summary Update – Kim Salisbury, Associate Vice President, Budget and Planning
 - Continuing Conversation on Senate Resolutions – Tim Murphy, Vice Chair Faculty Senate
- VII. New Business
- VIII. Adjournment

Attachments

- **Attach. #1** Minutes of the 2024-2025 Faculty Senate Meeting #6 (September 17, 2024)
- **Attach. #2** FSH 1580, Bylaws of the Faculty Senate
- **Attach. #3** APM 45.06, Allowable and Unallowable Sponsored Program Expenditures
- **Attach. #4** APM 35.67, Laboratory Safety Program

2024 – 2025 Faculty Senate – Pending Approval
Meeting # 6

Tuesday, September 17, 2024, 3:30 pm – 5:00 pm
Zoom only

Present: Barannyk, Borrelli, Chapman, Corry, Hagen, Haltinner, Hu, Kenyon, Torrey Lawrence (w/o vote), Maas, McKenna, Miller, Murphy (vice chair), Ramirez, Remy, Rinker, Roberson, Roe, Sammarruca (w/o vote), Shook, Strickland, Tohaneanu, Thorne

Absent: Raney (excused), Kirchmeier (excused), Buchen, Pimentel

Guests: Timothy Link, Blaine Eckles, Crystal Hogg, Brian Smentkowski

Call to Order: Chair Haltinner called the meeting to order at 3:30 pm.

Approval of Minutes (vote):

Minutes of the 2024-25 Meeting #5 September 10, 2024
The minutes were approved as distributed.

Chair's Report:

- Much of Senate business happens behind the scenes. We wish to promote transparency and democracy. Regular updates will be presented through the chair's reports.
- AI Committee: Jean-Marc is a member and discussed their work during his chair reports
- Ongoing priority work:
 - Parking committee
 - Teaching committee
 - Long term campus planning (not ready to present at senate but series of open houses are upcoming)
 - Met with Staff Council – shared concerns about salary, staff shortages, and governance
 - Ad Hoc committees – need Senate representatives.
- Meeting scheduled with Vice Provost for Faculty and Provost on recognition programs.
- Other issues that have come up:
 - Curriculum routing for university-wide programs
 - Slate (meeting with Dean Kahler and others scheduled)
 - OIT governance
- All are welcome to be a part of any project they are interested in
- “Who we are” – Erin Chapman, School of Family and Consumer Science
Erin shared some facts about her background and education. She has been at senate for 6 years, serving as the 2022-23 Vice Chair. She spoke about the history of the School of Family and Consumer Sciences which will celebrate 125 years in 2027, now housed in the College of Agriculture and Life Science.

Provost's Report

- Faculty Gathering tomorrow, September 18, in Idaho Falls. No need to RSVP. Faculty Gathering (Moscow): Monday, Sept 23, 4:30-5:30, Clearwater-Whitewater Room. RSVP: <https://forms.office.com/Pages/ResponsePage.aspx?id=Y2u8fpJXGUqyCwS4JgSIU90ClvT8sBZKuoqGSd4uqOG9UNOpPR1FOTzdSQ1dMOEhFMUY2RzBONkIYTS4u>.
- Borah Symposium (tonight and tomorrow): <https://www.uidaho.edu/class/borah/2024-fall>

Committee Reports (vote)

- Proposed changes to the University Catalog
 - UCC 366 Water Resources concurrent JD – Timothy Link, Program Director, College of Natural Resources

The proposed changes should decrease workload by streamlining the admissions process and reducing curricular questions and the need to do substitution/waiver forms. CIP Code corrected from: Water Resources Engineering to Energy, Environment, and Natural Resources Law to accurately reflect focus of joint degree. Change to Entry Requirements: Reduced admissions committee from a group of 4 faculty members to just the Water Resources Director and one Law faculty member. The number of Law credits allowable for the MS and PhD degrees in the Law, Management, and Policy track has been aligned (previously MS allowed 12, but PhD only 9).

Curriculum Change: courses added and corrected to update relevant new and revised offerings that support student learning outcomes of joint degree. Add: LAW 852 Natural Resource and Environmental Law Field Course (2 credits).

Correction: LAW 942 Water Law of the American West - corrected credits from 1-2 to 3. Added Boise to geographic area availability to reflect increased Law and WR offerings in Boise. Removed MS thesis requirement language to align text with addition of non-thesis options in all WR MS tracks.

Discussion:

There was a question about the presence of this joint degree in the College of Law Catalog, and whether the proposal was developed with members of the College of Law.

In fact, there is a section in the College of Law Catalog that mentions the concurrent degrees, see <https://catalog.uidaho.edu/colleges-related-units/law/concurrent-degrees/>. These changes were developed together with two faculty from Law.

Vote: 21/21 in favor. Motion passes.

Announcements and Communications:

- Committee Policy Approach – Tim Murphy, Vice Chair of Senate
Tim reviewed how senate business is conducted. He proposed a more robust resolution process. For example, when an issue of interest comes up, the senate would refer it to a relevant committee, who would draft a resolution for senate to consider and potentially endorse. Regardless of the outcome, a public document of the senate efforts would be generated. For instance, a change in APM might trigger this process. An appropriate committee would be charged with studying the matter and drafting a resolution for the senate to vote on. Resolutions can be positive or negative. For instance, the UI support for health care issues of transgender people would deserve a positive resolution. The senate could also take a position on broader issues that go beyond the university, such as decisions at the state level. Senators could consult with their counterparts from other institutions in state matters and form a unified voice.

Discussion:

Some senators recalled resolutions passed by the senate in the past.

There were questions about the process after senate approval, and the purpose of a resolution. Tim replied that the resolution would then move to an appropriate body, not necessarily the same group that worked on the resolution. The form of the resolution depends on the kind of case being addressed. The purpose is to have a public document to show our constituents and, more generally, a record of the senate position in a debated issue.

An important point is how to identify issues or events that would be appropriate for a resolution.

This proposal will be discussed again next week, when senators have had an opportunity to think about it.

- Update on Initiatives Related to Childcare – Blaine Eckles, Vice Provost for Student Affairs and Dean of Students

Blaine started by congratulating Craig Miller, from Theater Arts, for his great performance as an actor.

Blaine and Crystal Hogg, director of Student Affairs operations, provided updates on the status of the Children's Center. The most pressing need is space for extension. Crystal applied for a grant, which unfortunately was not successful. In addition, the land the center currently sits on was found not suitable for extension.

The team is working hard for our employees, students, staff, and the community, looking for locations where we can expand, or buildings we can overtake, but it's a long-range project. Crystal provided some current numbers. They have 95 children, which is the maximum allowed at the center. The enrolled mix is 14% community, 14% student and 72% employee. The current waiting list hovers between 220 and 380 children. The waiting list mix is 42% community, 18% student and 40% employee. So, even if the center's capacity were to double, there wouldn't be enough space to onboard all the folks that are on the waiting list.

Discussion:

There was a question about the various centers on campus. The Early Childhood Development Lab, run through an academic program in CALS, is not open 5 days a week, 8 to 5. They're a limited program. Employees in the Children's Center are currently providing oversight for that program in partnership with CALS, but this is not a tenable solution going forward.

Erin Chapman provided some additional background. The Child Development Laboratory (CDL) has been up four or five years, when they started a partnership with the Childcare Center. But historically, that program has been completely run through the School of Family and Consumer Science as part of their early childhood education and child development undergraduate and graduate programs. They handled staffing completely, but in the last few years they haven't had enough students. Furthermore, they lost the director position. That's when the partnership with the Childcare Center started. It's vacant right now due to staffing issues, but they hope to bring it back at some point and run it like they did historically for decades. But it's only preschool, and never was a full-day program. Hopefully, we can bring it back as a preschool serving 3- and 4-year-old children.

There are several licensed childcare providers in Moscow, but we (U of I) are one of the few accredited programs in the county.

The discussion moved to the cost of childcare, which is disproportionately high. Blaine and Crystal said increasing fees is painful but unavoidable if the staff must receive living wages. There are problems with both cost and availability (partially due to the impact of the pandemic). A senator commented on the high cost and wondered whether we can do something to help, collectively. Blaine and Crystal acknowledged the complexity of the problem. Part of the student fees goes to support the Children's Center. An employer cannot charge an employee a fee as a condition of employment. Where would the funds come from to subsidize the Center?

In response to a question, Blaine and Crystal explained that, when a vacancy occurs, the Center prioritizes students, employees, and then the community, in that order. Furthermore, if an employee parent leaves the university, the child can stay, to ensure continuity of education. The largest demand is in infant care. There is no data on whether student parents who are on a long waiting list for infant care must delay their education.

- Supporting Faculty Success: Innovation, Collaboration, and Morale – Brian Smentkowski, Center for Excellence in Teaching and Learning (CETL), Director
Brian presented several initiatives from CETL aimed at supporting faculty success through innovation, fostering collaborations, and improved morale. One is the Faculty Spotlight, started by CETL in 2019 to recognize and amplify innovations in teaching, learning, and scholarship.
The initiative “ASSERT” (Aligning Stakeholders and Structures to Enable Research Transformation) is part of the NSF I-CREWS grant. “TEMPO” (Teaching Excellence through Mentoring and Peer Observation), promotes meaningful mentoring to support faculty success.
Brian pointed to several resources for faculty and faculty learning communities, and then concluded with expressions of gratitude for the faculty associated with CETL initiatives.
Brian’s presentation is attached to these minutes. Please refer to it for more information.

New Business:

A senator brought to everyone’s attention the presentation “The Drug War and Climate Change,” September 26, at 7pm, Administration Auditorium, by Dr. Kendra McSweeney.

Adjournment:

The agenda being completed, Chair Haltinner adjourned the meeting at 4:58pm.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate



POLICY COVER SHEET

For instructions on policy creation and change, please see
<https://www.uidaho.edu/governance/policy>

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 1580**

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using “track changes.”

Policy originator:

Policy sponsor, if different from originator:

Reviewed by General Counsel: Yes No Name & Date: Karl Klein 9/18/2024

Comprehensive review? Yes No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.

Fixed a typo in section 3

Edited the format for which votes are taken from a raise of hand to a ballot as raising hands is not practical on zoom

2. **Fiscal Impact:** What fiscal impact, if any, will this change have?

None

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

None

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

January 1

FSH 1580

Found online at: <https://www.uidaho.edu/governance/policy/policies/fsh/1/1580>

Bylaws of Faculty Senate

Owner:

- **Position:** Faculty Secretary
- **Email:** facsec@uidaho.edu

Last updated: July 01, 2019

PREAMBLE: This section contains the bylaws of Faculty Senate which serve to expand on Article V of the Faculty Constitution ([1520](#)). This section first appeared in the 1979 edition of the Handbook and has remained substantially the same, minor title changes aside, ever since. In January 2010 the Faculty Council changed its name to Faculty Senate. In 2011 the requirements for publishing senate meeting minutes were revised to reflect changes in publishing processes across the university. In July 2012 the election process for the graduate student representative on Senate was clarified. In July 2013 the Faculty Senate's membership was increased again by one member to represent the Student Bar Association. In July 2015 Faculty Senate member's term was expanded allowing an additional term. In July 2019 changes were made to reflect the restructure of the Faculty Secretary position. For further information, contact the Office of the Faculty Secretary (208-885-6151). (ed. 7-11, rev. 7-10, 7-11, 7-12, 7-13, 7-15, 7-19)

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Article VIII. Other Committees

ARTICLE I--FUNCTION AND MEMBERSHIP. The function and membership of the Faculty Senate are as provided in the constitution of the university faculty. (See [1520](#) I-3 and V.) (ed. 7-10)

ARTICLE II--DUTIES OF OFFICERS.

Section 1. Chair. The chair shall: preside at meetings of the senate; appoint the secretary, subject to confirmation by the senate; appoint special or ad hoc committees in consultation with the senate; maintain lines of communication between the senate and the president, between the senate and the university faculty, and between the senate and the Staff Affairs Committee; serve as a member ex officio without vote of all committees and similar bodies under the jurisdiction of the university faculty; and perform all other duties pertaining to the office of chair. Given the nature of leadership responsibilities and time requirements of this position, it is UI administrative policy that the chair is given the opportunity for release time of up to one course per semester, or equivalent. (ed. 7-10)

Section 2. Vice Chair. The vice chair shall: assume the duties and responsibilities of the chair in the temporary absence or disability of the chair; serve as chair of the Committee on Committees; and perform such other duties as may be assigned by the chair or by the senate. (ed. 7-10)

Section 3. Secretary. The faculty secretary shall be the secretary to the faculty senate and shall maintain minutes and assume other responsibilities as set forth in FSH [1570](#). (ed. 7-97, 7-10, rev. 7-11, 7-19)

ARTICLE III--TERMS OF OFFICE.

Section 1. Members. The terms of office for members of the senate are as provided in the constitution of the university faculty ([1520](#) V-4) and in accordance with these bylaws. (ed. 7-10)

Section 2. Officers. The term of office for officers of the senate is one year, beginning on September 1 or on the official opening date of the academic year, whichever is earlier. No member may serve as chair more than two consecutive one-year terms. (ed. 7-10)

Section 3. Members Completing Unexpired Terms. A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that term will be considered to have served one full term (see FSH [1520](#) V-4 - Terms of Office). (ed. 7-10, rev. 7-15)

ARTICLE IV--ELECTION OF OFFICERS.

Section 1. Nomination. Each spring, as soon as practicable following the appointment and election of new members of the senate, the president of the university or the president's designated representative calls and presides at a meeting of those who will be members during the ensuing year for the purpose of nominating candidates for the offices

of chair and vice chair. Nominations are by secret ballot, and no other official business is transacted at this meeting. (ed. 7-10)

Section 2. Election. Not less than three days following the nominating meeting referred to in section 1, above, the president or the president's designated representative calls and presides at a second meeting of the same group for the purpose of electing the chair and the vice chair for the ensuing term. No other official business is transacted at this meeting. The requirement that there be no less than three days between the two meetings may be suspended only by the unanimous consent of the members in attendance. The procedures for the election are as follows:

Clause A. Additional Nominations. Before balloting begins for each office, additional nominations may be made for that office.

Clause B. Procedure for Balloting. Elections for officers of the senate are by secret ballot, and a majority of all votes cast is necessary for election, a quorum being present (see V-3). In the event that more than two candidates are nominated for either office and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot after each vote. In the event that there is no candidate with the fewest votes, balloting continues with all names included until such time as a candidate receives a majority of votes (in which case he or she is declared elected) or until a candidate receives the fewest votes (in which case his or her name is dropped from the ballot and the balloting continues). (ed. 7-97, 7-10)

ARTICLE V--MEETINGS.

Section 1. Regular Meetings. The senate determines the time and place for its regular meetings. (ed. 7-10)

Section 2. Special Meetings. Special meetings of the senate may be called at any time by the chair. Such meetings must be called upon the request of the president of the university or the president's designated representative. Meetings may be convened by 35 percent of the voting membership with a three-day written notice to all members. (ed. 7-10)

Section 3. Quorum. A quorum is half of the voting members of the senate, including half of the elected membership. (ed. 7-10)

Section 4. Agenda. The chair is responsible for the agenda and causes it to be issued at least one day before each regular meeting. Notice of special meetings may be given orally, provided each member so notified is informed of the purpose of the special meeting.

Section 5. Order of Business. The usual order of business for regular meetings is: (a) approval of the minutes of the previous meeting; (b) communications; (c) committee

reports; (d) special orders; (e) unfinished business and general orders; and (f) new business.

Section 6. Communications. Communications that require action by the senate should be furnished in sufficient quantity to provide one copy for each member of the senate and five copies for the secretary. (ed. 7-10)

Section 7. Alternates. Alternates participate in meetings of the senate only as permitted by the constitution of the university faculty (see [1520 V-7](#)). This rule does not preclude a member from having another person attend the meeting in his or her stead as an auditor. (ed. 7-10)

Section 8. Policy Actions. Before each regular meeting of the senate, the agenda for that meeting is to be published on the Faculty Senate website. The website shall include the number, if any, and the title of each agenda item involving the formulation or substantive change of policy and also include a link to the proposed redline document. Final action may not be taken on any such item unless it has been included in an agenda previously published on the website and distributed electronically to all senators (preferably the Friday before the meeting, but no later than 24 hours prior to the meeting, see Section 4 above); this requirement for prior notice may be suspended only in emergencies and with approval by a two-thirds vote of the senate members in attendance at a meeting, a quorum being present. (ed. 7-97, 7-10, rev. 7-11)

Section 9. Motions. Motions involving the formulation or change of policy should be in writing and handed to the secretary. The minutes are to show the names of the person making a motion and of the seconder.

Section 10. Record of Attendance. The minutes are to show the names of members attending and of those absent from meetings.

Section 11. Voting. Voting on motions is by raising a hand (if the meeting is in person) or electronic polling (if the meeting is online). ~~raising a hand~~. Proxy votes are not allowed. (According to a standing rule of the senate, the chair does not ask how many members abstained from voting on a particular motion, and abstentions are not recorded in the minutes unless a member requests that his or her abstention be recorded.) (ed. 7-10)

Section 12. Open Meetings. The university faculty's general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in FSH [1620](#). (ed. 7-10)

Section 13. Publication of Minutes. The complete text or a summary of the approved minutes of meetings of the senate is published on the Faculty Senate website and sent

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electronically to senate members at least one day before the meeting at which they will be ratified. (ed. 7-97, 7-10, rev. 7-11)

ARTICLE VI--STUDENT MEMBERS.

Section 1. Qualifications. The two undergraduate-student representatives must have completed at least 26 credits at UI before taking office and must be full-time students as defined in the catalog (regulation O-1). The graduate-student representative must be regularly enrolled in a program leading to an advanced degree.

Section 2. Terms of Office. Student members are elected for one-year terms and are eligible for reelection for a second term.

Section 3. Election. The election of the two undergraduate-student representatives to serve on the senate is entrusted to the ASUI Senate. The election of one graduate-student representative is entrusted to the Graduate and Professional Student Association. The election of one law-student representative is entrusted to the Student Bar Association. (ed. 7-10, rev. 7-12, 7-13)

Section 4. Vacancies. Vacancies occurring in student positions are filled by the ASUI and GPSA as appropriate. (rev. 7-12)

ARTICLE VII--EXECUTIVE COMMITTEE.

Section 1. Function. The function of the Executive Committee is to act for the senate on emergency matters when the senate will not be in regular session for a period of more than two weeks and a quorum cannot easily be convened. The Executive Committee reports to and is subject to the orders of the senate, and the senate retains the authority to review actions of the Executive Committee. (ed. 7-10)

Section 2. Structure and Quorum. The Executive Committee is made up of such members of the senate as are present at a meeting called upon 36 hours' written or oral notice. Seven voting members of the senate constitute a quorum for meetings of the Executive Committee. (ed. 7-1)

Section 3. Officers. The officers of the senate also serve as the officers of the Executive Committee. In the absence or incapacity of both the chair and the vice chair, the members of the Executive Committee attending the meeting designate a chair pro tempore. (ed. 7-10)

Section 4. Call of Meetings. Meetings of the Executive Committee may be called on 36 hours' notice by the chair or vice chair or by the president of the university or the president's designee.

ARTICLE VIII--OTHER COMMITTEES.

Section 1. Authority of the Faculty Senate. Under the authority of the constitution of the university faculty, the senate has the responsibility to establish and maintain all university-wide and interdivisional standing and special committees, except those specifically reserved to the president. (See [1420 A-1-c](#) and [1520 IV-11.](#)) (ed. 7-00, 7-10)

Section 2. General Regulations. The general regulations governing committees, as adopted by the senate and the university faculty, are contained in [1620.](#) (ed. 7-10)

ARTICLE IX--RULES OF ORDER. (See [1520 VI.](#))

ARTICLE X--AMENDMENTS. These bylaws may be amended by a majority vote of the university faculty, as defined in the constitution of the university faculty (see [1520 II-1](#)), in attendance at a regular meeting, a quorum being present. Amendments that conflict with any provision of the constitution of the university faculty or with regents' policies are without effect. Proposed amendments must have been published in full in the agenda at least one week before the meeting of the university faculty or presented in writing at a meeting previous to the one at which the vote is to be taken.



OFFICE OF THE PRESIDENT
875 Perimeter Drive MS 3151
Moscow ID 83844-3151

208-885-6365
president@uidaho.edu
uidaho.edu/president

DATE: 9/13/24

TO: Nicole Larson, Assistant Policy Coordinator
Francesca Sammarucca, Faculty Secretary

FROM: C. Scott Green, President

SUBJECT: Interim Policy Item September 11, 2024 APM Request

In response to the approval consideration request of September 11, 2024, and pursuant to FSH 1460 G, I hereby approve the following item:

Administrative Procedures Manual

- APM 45.06 Allowable and Unallowable Sponsored Program Expenditures

45.06 Allowable and Unallowable Sponsored Project Expenditures

A. Purpose. The purpose of this policy is to ensure that expenses charged to externally-funded sponsored projects comply with federal, sponsor, state, and university requirements.

B. Scope. This policy applies to any external funding determined as being a sponsored project must follow this guidance.

C. Definitions

C-1. Allowable costs. For a cost to be regarded as an allowable charge to a sponsored project, it must satisfy the four conditions below as per the federal requirements outlined in 2 CFR 200 or any such future federal guidance as may become applicable:

a. Reasonable. A cost is considered reasonable if the nature and the amount involved for goods or services acquired or applied reflect the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made. 2 CFR 200.404.

b. Allocable to sponsored agreements. A cost is considered allocable to a particular project if the goods or services involved are chargeable or assignable to the project in accordance with relative benefit received or other equitable relationship. Subject to the foregoing, a cost is considered allocable if:

- it is incurred solely to advance the work under the sponsored agreement;
- it benefits both the sponsored agreement and other work of the institution, in proportions that can be approximated through use of reasonable methods; or
- it is necessary to the overall operation of the institution and is deemed to be assignable in part to sponsored projects.

2 CFR 200.405.

c. Consistently applied. Costs must be given consistent treatment by applying them uniformly to both federally-financed and other activities of the institution. 2 CFR 200.403.

d. Conforming to any limitations or exclusions. Costs must conform to any limitation set forth in the federal guidance, or in the sponsored award itself, as to types or amounts of cost items. 2 CFR 200.403. Certain costs are designated as expressly unallowable.

C-2. Unallowable Costs. Costs that fail to meet any of the four conditions described above will be treated as unallowable. Questions regarding the allowability of costs should be directed to the Office of Sponsored Programs, (208) 885-6651 or emailed to osp-cost@uidaho.edu.

D. Policy. The University, as a recipient of sponsored project funding, must comply with all regulations and standards established by the federal government and other sponsoring agencies. The Federal Office of Management and Budget (OMB) is responsible for setting forth the general principles and practices for federal costing standards associated with federally sponsored project activity.

All sponsored projects are subject to regular review and any expenses charged against sponsored projects must be consistent with federal guidance, University policies and procedures, and sponsor requirements. The primary responsibility for ensuring that only proper expenditures are charged to sponsored project budgets rests with the Principal Investigator (PI). The Office of Sponsored Programs (OSP) is responsible for monitoring adherence to all federal, state, and other cost-related restrictions on sponsored projects.

D-1. Responsibility for compliance. The general University mandate is that all employees act as responsible stewards of resources and assets under their control ([FSH 3170](#)).

a. Principal Investigator (PI). Under UI policy, the PI bears primary responsibility for ensuring the appropriateness or allowability of all costs on sponsored projects. ([FSH 5100](#)).

b. Departmental Grant Administrator (DGA). A Departmental Grant Administrator (DGA) is charged with assisting PIs in reviewing, justifying, charging and tracking costs, and is also responsible for making certain that expenditures are charged against awards in a manner that is consistent with applicable federal regulations, sponsor conditions, and University policies.

c. Unit administrator. The unit administrator (department chair/head/director) is responsible for implementing procedures to ensure adherence to federal cost principles including allowability, accounting regulations, and University policies. Charges which have been determined to be unallowable to sponsored projects will be apportioned to the sponsoring unit or college for payment. ([FSH 5100](#)).

d. College deans and Vice President for Research and Economic Development. Oversight of these procedures lies within the authority of the College Deans or equivalent, for units, and the Vice President for Research and Economic Development, for institutes, or their delegates. Decisions regarding the source(s) of repayment of unallowable costs and any penalties and interest charges shall be made by the Dean and/or the Vice President for Research and Economic Development.

e. Employees. Employees are encouraged to use the confidential hotline, speak to the Ombuds Office, or speak with their direct supervisor, college finance director, chair, director, dean or OSP in cases where there is undue influence to process charges that are unallowable. Employees should note that protections are afforded through federal and University policies to prevent retaliation in such instances. It is a violation of University policy for any employee to engage in retaliatory conduct, see [FSH 3810](#). University employees are responsible to report unethical behavior when it is encountered. ([FSH 3170](#)).

D-2. Unallowable expenses. OSP reviews expenditures periodically through the life of a sponsored project budget and prior to closeout based on the information in the University's financial system. If through this review it is determined that an unallowable expenditure has been assessed to a project, OSP will contact the responsible departmental grant administrator to either correct the transaction or perform a review of the facts associated with the assessment of the expenditure.

The review will identify who was responsible for the assessment of the expenditure, the circumstances surrounding placement of the unallowable expenditure on a sponsored

project budget, and where the expenditure is to be transferred. OSP may be consulted to assist in the review process to ensure allocation of costs is completed in accordance with existing regulations, award conditions, and applicability to the scope of the project. Action, such as a review of policies and procedures, identification of resources available in making cost determinations, and improvement of internal controls, will be taken by the college to ensure unallowable costs are not placed on sponsored projects in the future. Based upon the review, the college will determine the severity of the infraction and the potential for recurrence. Taking into consideration the severity and potential for recurrence, the college will make a recommendation for resolution.

Once a review has been completed, any unallowable expenditure(s) shall be removed from the sponsored project budget and placed on an unrestricted University budget. If an unrestricted University budget is not available, the expenditure(s) will be deducted from the facilities and administrative costs returned annually to the college. Copies of all back-up documentation for the review process and associated transfers must be retained by the college. OSP has access to view these transfers within the university's enterprise applications should the need arise. Any resolution and provision of necessary paperwork will not preclude OSP from conducting a full review of sponsored project activity within the area under review.

This process shall also be used if an unallowable expense is placed on a project and the unallowable expense is identified by persons other than OSP.

If it is determined that the potential for recurrence is high, the Office for Research and Economic Development (ORED), with the concurrence of the college, will require the individual to take or retake training offered by OSP.

If an individual commits the same infraction or fails to comply with responsive actions required, the individual's repeated actions may be referred for review by an ad hoc committee comprising the Associate Vice President for Research and Economic Development, the dean or dean's designee of the individual's college(s), a representative from OSP, a representative of the University controller, and two peers. A representative from HR and internal audit will be included in an advisory capacity. The committee will review the available facts and make recommendations for further investigation or remedial and/or disciplinary action to the appropriate individual(s). Recommended employee disciplinary action will be made to the individual's supervisor and unit administrator or dean, and any such action shall be at the discretion of the appropriate supervisor and shall proceed in accordance with the employee disciplinary procedures in the applicable University policies. Recommendations for nondisciplinary remedial actions, such as required training or revocation of access to manage sponsored project activity, shall be made to the Vice President for Research and Economic Development. Nothing herein shall limit the authority of an individual's administrative unit or ORED to otherwise impose discipline or remedial activities within their existing authority and without referral to the above-described committee.

E. Procedure. Expenditures incurred for sponsored projects typically fall into one of the following classifications: salaries; fringe benefits; temporary hourly employees; travel; operating expenditures; equipment <\$5k; capital outlay >\$5k; subawards; participant support, and tuition remission, fees, stipends and Student Health Insurance Program (SHIP). The following guidelines provide assistance to assure that all charges against sponsored projects are correctly processed.

E-1. Salaries

- For externally-sponsored awards, an individual's rate of pay may not be charged in excess of the institutional base salary rate received for that individual's regular appointment.
- Payroll expenditures and changes to an individual's effort percentage are to be processed in a timely manner through Banner Electronic Personnel Action Forms (EPAFs).
- EPAFs to terminate personnel from sponsored projects should be processed prior to the award end date to reduce the necessity for labor redistributions (formerly payroll cost transfers).
- EPAF and any Banner records must accurately reflect the percentage of time individuals are working on a given project and verified regularly via Banner Effort Reporting as per APM 45.09.
- Payroll and budget reports should be produced and reviewed regularly to ensure that projects are not over budget.
- All leave is to be charged to the appropriate account(s), as it is taken. Terminal leave is paid through a consolidated fringe benefit rate. See E-2. All salaried employees who are paid in whole or in part from sponsored projects, federal funding, or committed cost share must complete an effort report as per APM 45.09.
- For guidelines on Faculty Summer Salary Release, see <https://www.uidaho.edu/provost/faculty/salary-information>

E-2. Fringe benefits. The university pays fringe benefits through a consolidated fringe rate negotiated annually or as required with the Department of Health and Human Services. Rates are assigned based on the employee's position class of faculty, staff, or student. Check the Budget Office website for current rates.

E-3. Temporary Hourly (TH) employees. The guidelines issued above for salaries are also applicable to TH employees with the exception of effort reporting.

E-4. Travel

- The purpose of travel must be in direct support of project objectives.
- Travel must take place within the time period of the project.
- Reservations or airline tickets cannot be purchased with sponsored project funds if the actual travel occurs before the start date or after the termination date of the project.
- All travel charges must be documented by receipts.
- Allowable travel expense rates must comply with UI travel policy, the terms of the agreement, or agency requirements, whichever is most restrictive.
- All foreign travel must be registered with the International Programs Office before travel is undertaken.
- All foreign air travel on federal funds must comply with the Fly America Act. A link to this Act, and additional information are available on the [OSP website](#).

E-5. Operating expenditures

- Operating supplies and services must be purchased and received during the time period of the project.
- Operating supplies and services must provide a direct, verifiable benefit to the funded project.

- It is not an acceptable procedure to “stockpile” supplies at the end of a project period. Such stockpiled supplies would not reflect a direct and verifiable connection to the project being funded and may result in an obligation back to the sponsor. 2 CFR 200.314.

E-6. Capital outlay

- Capital outlay (CO) is defined as items having a useful life of more than one year and a cost of \$5,000 or more.
- Capital outlay items must be purchased during the time period of the project and in accordance with Purchasing requirements.
- Capital outlay items must be received with enough time remaining on the project to benefit the project.
- See APM 10.40 Property Inventory and Products for tracking and accountability. Note: Some agencies place lower dollar limits on items that must be inventoried and insured.
- Transfers into and out of the CO category can affect the F&A allocation on a sponsored project. Budget transfers into or out of the CO category require OSP involvement.

E-7. Subawards and subcontracts. If the University is subawarding or subcontracting a portion of the project work scope, a contractual award document will need to be issued by OSP at the request of the PI or the unit. If the subaward or subcontract is not included in the original proposal, agency approval may be required prior to issuance.

- Subaward or subcontract costs are split out from the award and budgeted on a separate index within the overall grant budget.
- All subrecipient requests for payment (invoices) must be approved by both the PI and OSP prior to being charged against the subaward or subcontract.
 - Cumulative amounts invoiced may not exceed the total amount of the subrecipient index.
 - Invoices must be reviewed for allowable expenses per the prime contract and PI must certify both that the work is progressing and that expenses are appropriate. OSP will review and approve all subaward or subcontract invoices prior to forwarding to Accounts Payable for payment.

E-8. Participant support. Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not typically employees) in connection with conferences or research and training projects. Other participant support costs such as incentives, gifts, souvenirs, t-shirts, and memorabilia must be justified in the budget justification as these costs are highly scrutinized.

If the primary purpose of the individual’s attendance at the conference is learning and receiving training as a participant, then the costs may be included under participant support. If the primary purpose is to speak or assist with management of the conference, then such costs should be budgeted in appropriate categories other than participant support. Speakers and trainers are not typically considered participants, however if the primary purpose is to speak or assist with the management of the conference then these costs can be classified as participant support. For some educational projects, the participants being trained are employees. If the payment is made through a stipend or training allowance method, this can be categorized as participant support costs. To help defray the costs of participating in a conference or

training activity, funds may be proposed for payment of stipends, per diem or subsistence allowances, based on the type and duration of the activity. Allowances must be reasonable, in conformance with university policies and the sponsor's terms and conditions. Days must be limited to the attendance of the conference and actual travel time to/from the conference. Per diem and subsistence allowances must be reduced in cases where meals or lodging are provided at no charge or included in the registration fee. Rebudgeting from participant support costs to other budget categories requires prior sponsor approval. CFR 200.308.

E-9. Tuition remission, fees, stipends, scholarships, and insurance (TFSSI).

- If graduate assistants are receiving a salary or stipend, then tuition remission must be paid on a proportional basis to the salaries. When tuition remission is not allowed as a direct charge on a sponsored project it must be charged to a different funding source.
- Tuition remission and fees may be charged for graduate assistants only.
- TFSSI expenses are allowed on most sponsored projects when associated with a graduate assistant's appointment to work on the project. Note: USDA may restrict the expensing of tuition, fees and insurance to sponsored projects; review your project guidelines or ask OSP if you have questions.
- Scholarships are not an allowable expense unless specifically approved by the sponsor.
- TFSSI expenses are allowable on formal training grants as a scholarship.

F. Contact information. For additional information, please contact the Cost Accounting Unit of the Office of Sponsored Programs at 208-885-6651 or osp-cost@uidaho.edu.



POLICY COVER SHEET

For instructions on policy creation and change, please see <https://www.uidaho.edu/governance/policy>

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to ui-policy@uidaho.edu.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

X Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **APM 35.67 LABORATORY SAFETY PROGRAM**

*Note: If revision or deletion, request original document from ui-policy@uidaho.edu. All changes must be made using "track changes."

Policy originator: Samir Shahat, Executive Director, EHS

Policy sponsor, if different from originator: Brian Foisy, VPFA

Reviewed by General Counsel: Yes No Name & Date: Manisha Wilson 4/30/2024

Comprehensive review? Yes No

1. Policy/Procedure Statement: Briefly explain the reason for the proposed change.

This policy was developed in collaboration with the Office of Research Assurances. It provides guidance and establishes baseline requirements for the laboratory safety program that are consistent with federal and state regulations and university policies for research and teaching laboratories.

2. Fiscal Impact: What fiscal impact, if any, will this change have?

None.

3. Related Policies/Procedures: Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

None.

4. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

APM 35.67 Laboratory Safety Program

A. Purpose. This policy provides guidance and establishes baseline requirements for the laboratory safety program that are consistent with federal and state regulations and university policies for research and teaching laboratories.

B. Scope. This policy applies to all laboratories that are part of the University of Idaho, including all teaching laboratories, research laboratories, and auxiliary spaces serving as laboratories. This policy specifically excludes the use of radioactive materials, biological agents and biohazardous materials. These are covered in APM 35.81 Acquisition of Radioactive Materials and APM 35.11 Biohazard Safety.

C. Policy

C-1. In general. Safety is a core value at the University of Idaho. The university is committed to providing a healthy and safe working environment for all members of the university community.

The U of I Laboratory Safety Program is administered by Environmental Health and Safety (EHS). This program includes a catalog of laboratory support services, safety protocols in compliance with state, federal, and local regulations, and a Chemical Hygiene Plan (CHP) incorporating research and site-specific lab safety plans. All departments with laboratories must maintain compliance with this program.

EHS, in coordination with the Office of Research and Economic Development (ORED), will act as necessary to ensure a safe working environment for all members of the university community.

C-2. Responsibilities

a. Principal Investigators and supervisors. Principal Investigators (PIs) and supervisors carry primary responsibility for safety in the labs under their jurisdiction. They are responsible for providing leadership and advancing the laboratory safety culture. The PI/supervisor may delegate safety duties for which they are responsible but cannot relinquish that responsibility; they must ensure all safety duties are carried out. These responsibilities include:

1. Performing risk assessments for the use of hazardous chemicals and associated procedures prior to conducting the proposed laboratory work.
2. Creating a lab safety plan for their laboratory and specific protocols. The plan template is available on the EHS website.
3. Selecting and employing engineering controls and laboratory practices to reduce potential exposure to the lowest practical level in accordance with the CHP.
4. Establishing safe work practices for handling chemicals for all laboratories and projects under their direction by creating site-specific standard

operating procedures (SOPs) for the hazardous chemicals or procedures and activities completed by their staff members. Generic SOPs for many chemicals and processes can be found on the EHS web site, but the PI must customize them for the specific activities performed in each lab.

5. Ensuring that lab members are trained and competent; possessing the experience, knowledge, skills and abilities necessary to perform their tasks without injury to themselves or others. PIs and supervisors must also maintain training records for their employees and students.
6. Selecting appropriate personal protective equipment based on the risk assessment or as written in the pertinent lab-specific SOPs.
7. Informing lab members of potential hazards associated with the use of hazardous chemicals.
8. Directing laboratory members to complete EHS Laboratory Safety and other required safety training and providing specific training for their lab employees and students. Lab-specific training by the PI/supervisor must be provided and documented for lab members upon initial assignment and when new processes/procedures are implemented in the lab.
9. Completing a chemical inventory for the laboratory locations under their direction. Chemical inventories must be updated at least annually and be readily accessible for emergency responders and routine inspections.
10. Investigating and reporting all incidents and near misses to EHS.
11. Complying with APM 35.40 and ensuring the proper disposal of hazardous chemicals/hazardous waste through EHS.
12. Maintaining lab signage and providing emergency contact information on all lab entry doors and on special equipment. Lab signage must be updated at least annually and is available from EHS.
13. Following the lab decommissioning policy and ensuring proper decommissioning is completed when labs under their jurisdiction are vacated.
14. Ensuring all lab staff requiring respiratory protection are medically cleared, fit-tested, and provided training on the respirator's use and limitations annually, and that respirators are used in accordance with the University's Respiratory Protection Program.
15. The PI/supervisor is responsible for resolving safety issues identified through EHS Laboratory Safety inspections. Any unresolved issue(s) will be escalated to the department chair and/or the appropriate dean for action.

b. Laboratory employees and students. Laboratory employees' and students' responsibilities include:

1. Completing EHS's Laboratory Safety course before working in the lab.
2. Completing the laboratory safety agreement before working in the lab.
3. Completing laboratory-specific safety training (provided by the PI).
4. Planning and conducting laboratory procedures in accordance with the laboratory's SOPs and the university's CHP.
5. Developing and practicing good laboratory practices and personal hygiene habits (e.g., frequent hand washing, no eating nor drinking in labs, maintaining good housekeeping, not wearing gloves outside of the laboratory, etc.).
6. Wearing clothing and attire appropriate to lab activities. Details for proper lab attire are available from EHS.
7. Wearing appropriate Personal Protective Equipment (PPE) when and where required (e.g., wearing lab coats over street clothes, eye/face protection, gloves and hearing protection in high noise areas). Minimum PPE for entry to any lab is long pants, closed-toe shoes, and safety glasses.
8. Reporting unsafe conditions to the PI/supervisor or EHS.
9. Reporting incidents of hazardous chemical exposures and near misses to the PI/supervisor or EHS.
10. Ensuring chemicals and hazardous wastes are not stored on the floor.
11. Ensuring hazardous waste is collected at the point of generation and handled in accordance with protocols issued by EHS.
12. If respiratory equipment is required, ensuring the respirator is used in accordance with the university's Respiratory Protection Program: annual medical clearance is obtained, training on the respirator is received annually, and fit testing is completed annually through EHS.
13. Using compressed gases and cryogenic liquids properly by securing the cylinders in the upright position with a stand or cylinder strap, ensuring caps are placed on cylinders when not in use, and verifying the regulator is approved for the gas to be used and the pressure in the cylinder.
14. Ensuring at least one other individual is present when doing lab work – Never work alone.

c. Deans, administrators, and department heads. Deans, administrators, and department heads have ultimate responsibility for administration and compliance with

the University of Idaho Environmental Health and Safety Programs. In the case of noncompliant Principal Investigators or lab groups, disciplinary actions up to and including lab closures will be considered by the department chairs and the university administration including offices of ORED and EHS to ensure safe working conditions.

d. EHS laboratory safety staff. Responsibilities include broad oversight and support in the implementation of the CHP and:

1. Working with PIs, supervisors, and unit administrators to develop and implement good chemical hygiene procedures and practices.
2. Providing general safety training for employees and students who work in laboratories.
3. Providing additional training materials to assist the PI/supervisor in lab-specific training efforts.
4. Evaluating areas where certain hazardous chemicals are used regularly and determining if monitoring of airborne contaminants is necessary and the frequency at which the monitoring will occur.
5. Performing indoor air quality assessments when necessary.
6. Knowing the current regulatory requirements concerning hazardous materials shipping and hazardous waste disposal and providing the proper training.
7. Following hazardous waste disposal protocols and collecting lab waste submitted by PIs.
8. Overseeing periodic laboratory safety inspections and the annual testing/certification of fume hoods and other safety equipment.
9. Providing training to Facilities employees on the hazards that may be found in laboratories and making recommendations for controlling the hazards.
10. Seeking ways to improve the CHP and updating the CHP periodically.
11. Issuing stop work orders and lab closure notifications when lab conditions are deemed unsafe or out of compliance.

e. Facilities. The University of Idaho's facilities personnel have direct control over the laboratory's general and local ventilation and utility systems. Facilities responsibilities include:

1. Informing laboratory personnel and EHS in advance of scheduled utility or maintenance shutdowns (gas, water, fume hoods, etc.) through e-mails and the posting of physical notices.

2. Maintaining local exhaust systems to provide the engineering controls necessary to maintain safe laboratory conditions. The internal blowers of biological safety cabinets are NOT to be serviced by Facilities personnel. Contact the University Biosafety Officer for additional information.
3. Informing EHS when a change of an air handler system (HVAC) is contemplated or completed.
4. Attending/participating in safety training sessions offered by EHS.