Kempner INSTITUTE
For the Study of Natural & Artificial Intelligence at Harvard University

Kempner Research Fellow Fund Guidelines

Overview

The Kempner Institute will provide you access to a $10,000 research allowance to support your research. Funds will be made available to you when you start your appointment. The funds will be renewed to the full $10,000 on July 1 each year. The funds do not carry forward year over year and you cannot borrow from future years.

These funds are *not discretionary,* they must be clearly related to your research. Any use of these funds needs to follow Kempner Institute and Harvard University finance policies. In general, finance policies are inflexible. If you are unsure if an expenditure qualifies, please ask before you spend any money.

Allowable Fund Expenses

- Costs related to presenting your research (e.g. invited talks, conferences)
  - There are many guidelines related to travel. Please refer to the Kempner Travel Policy for an in-depth overview.
  - This can include travel and hotel, as well as conference registration fees, poster printing services, and meals while traveling.
  - Note that, in general, if you tack on a vacation to a conference, we will be unable to reimburse the full travel costs (see below)

- Research Costs
  - Publication costs
  - Costs related to API calls, GPT subscriptions, or other similar research expenses.
  - Costs for software to facilitate your research.
  - Books or journals that are directly related to your research.

- Technology
  - At the start of fellowship, we will provide you with a standard laptop and monitor/s, keyboard, and cables. (See our "Research Fellow Standard Peripherals" document for details.)
  - You can purchase peripherals (e.g. mouse, keyboard, laptop cover, cables, monitor stand for the Kempner office, etc) using your research funds as long as these costs are "reasonable".
  - FASRC storage fees.

- Students
  - Starting in year 2 of the fellowship, you may use research funds to pay the salary of an undergraduate student working directly with you. The salary is uniform and set by Harvard.
  - Using funds to pay for students should be discussed with Rachel **before** any commitments are made.
  - Please refer to the Lab Policy and Student Employment Overview for more information.

Please ask Rachel if you want to use your research funds for something that is not included on this list.

Expenses that are Not Allowable

The list below is not intended to be exhaustive but should give you a sense of things that are not allowable.

- Expenses of a personal nature
  - Furniture or equipment for a home office.
  - Personal expenses while at home, for commuting, or during travel (e.g. toothbrush, laundry, etc).

- Collaborator's expenses
  - Research expenses in collaborator's lab.
  - Computer equipment or monitors to be kept in a collaborator's lab, even if you occasionally work there.
  - Personnel costs of members of a collaborator's research group.
  - Travel expenses for someone other than you.

- Travel expenses (see Kempner Travel Policy for more details)
  - Any expenses related to personal time or personal travel during a business trip. Note - the overwhelming majority of the trip must be explicitly business-related or the whole trip will not be reimbursed.
  - Meals, hotel or mileage reimbursement for any local event (local is defined as within 50 miles of the SEC).
  - Transportation costs of any kind for travel to or between Harvard campuses.
  - Food for one-day travel *except* when the total trip time is *greater than* twelve (12) hours (note per diem rates may not be used for one-day travel, you'll need itemized receipts!).
  - First and business class travel.
  - Lost or stolen luggage or other belongings.
  - Pre-check, Global Entry, etc.

- Gifts
  - You may not use your Kempner Research Fund to purchase gifts for other people. (For example, host/hospitality appreciation gifts, holiday gifts to colleagues, or other gift item purchases will not be reimbursed.)

- Business meals
  - Generally, business meals (meals with you and other people) are not allowed.
  - DO NOT pay for group meals when traveling. Each party must pay for their own food.
  - In general, we prefer you use per diem when traveling, but if the travel policy precludes per diem, itemized receipts will be required. If so, alcohol expenses should be kept to a minimum if submitting an itemized receipt.
  - Alcohol-only receipts will not be reimbursed.

- Technology
  - Laptops or monitors.
  - Additional pieces of hardware or technology, including tablets, desktop computers, cell phones, or storage devices.
  - Duplicates of items provided to you using research funding (e.g. multiple laptop covers, peripheral devices, headphones) unless the item was irreparably damaged and returned to us.

A special note for fellows in their last year of fellowship

We can't reimburse for activities that take place after you leave the fellowship. This may include subscriptions or services that exceed the time you are with us. Registration and related travel for conferences where you are presenting Kempner-research and which take place after the fellowship but with deadlines before you depart will be addressed on a case-by-case basis. Travel expenses for other reasons will not be reimbursed. If you have any questions about this, please reach out to Rachel to ask about this ***before*** incurring the expense.

Submitting Expense Reports
Deadlines:

- All expenses must be submitted **within 30 days**.
- Expenses that are submitted and processed late (after 60 days) are taxable. This means you will not be fully reimbursed for the expense as the IRS requires Harvard to tax it.
- If expenses are submitted and processed very late (after 180 days), they will not be reimbursed at all.
- Please be aware of **processing** time. It takes ~10 business days for reports to be processed provided there are no errors. The above deadlines are *inclusive* of processing time.

Submitting Expenses:

- Make sure the **Who, What, Where, When, and How** are accounted for (see example below).
- Include an explanation that explains how the expense is research-related. It should be clear to a layperson (e.g. external financial auditor) how the expense is business-related.
- Receipts must be itemized to show clearly what you paid for and must clearly demonstrate that it was you who incurred the expenses.
- If the receipt does not have your name or other identifying information on it, then a credit card statement showing the charge with your name may be required. See Harvard's Definition of Receipts policy for more info.
- If there is not enough information that clearly gives context to the purchase, then we will not approve it because central finance will not approve it.
- Please refer to Processing Reimbursements with Concur on how to properly submit your expenses

Things to note:

- Every charge you submit gets reviewed by Kempner Finance and then Harvard Central Finance.
- Charges are eventually reviewed by auditors to ensure compliance with internal and external policies and guidelines.
- Harvard finance is generally inflexible about finance policies. Lack of awareness of finance policies will not be enough to get them waived.
- **It is your responsibility to make sure you are compliant with finance policies**, both Harvard and the Kempner's. We will *always* be happy to look into something for you before you purchase anything. Please let us help.
- We actively track spending on your fund using a shared spreadsheet. You have access to this sheet and can ask for it to be updated if you are worried about hitting the cap (which is extremely unusual).
- Your funds renew each year on July 1. However, it can take up to 3 weeks for expenses to be processed. If you want your expenses to be charged against the current year's research fund please submit expenses no later than June 1 each year.

Resources
Examples of how to submit clear business purposes within Concur's character limit:

- CUPA conf reg_Cleveland, OH_5/1-3/23_present paper
- ChatGPT_mnthly subscription_5/17/24-6/17/24_LLM Proj
- Flight_BOS-NYC_AAR Annual Meeting_2/21-24/24_prof dev

Relevant Links related to understanding and recording your expenses:

- Kempner Travel Policy
- Definition of Receipts
- Concur Tips
- Strategic Procurement Website
- Concur Quick Start Guide for Self-Preparers | Strategic Procurement
- Concur Quick Reference Guides | Strategic Procurement
- Processing Reimbursements with Concur
- Responsibilities of Purchasers, Preparers, and Approvers