

DEPARTMENT OF FISHERIES AND WILDLIFE



STANDARD OPERATING PROCEDURES

Updated December 2018

www.canr.msu.edu/fw

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I. INTRODUCTION

The MSU Fisheries and Wildlife Standard Operating Procedures Manual is designed to guide you through common departmental procedures and provide links for additional information. We hope it will be a valuable resource for you. You may not be inclined to read through the entire manual, but if you'd like to make your administrative support staff really happy, please at least look over and try to memorize the "Top 10 List" found on Page 6. Many thanks to all our administrative staff for helping to put this together!

About the Department

The Department of Fisheries and Wildlife was established in 1950 as part of the College of Agriculture and Natural Resources at Michigan State University. We conduct cutting-edge research and present the highest quality instruction possible to our students. We are devoted to providing leadership and remaining connected with our many stakeholders.

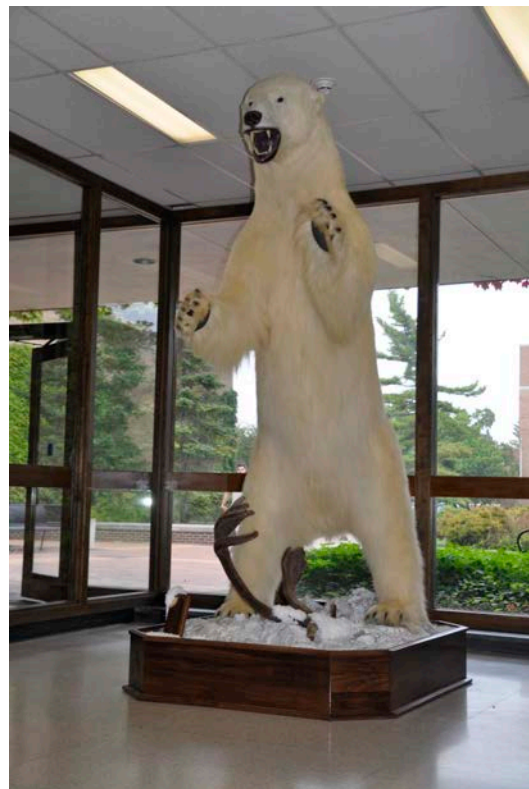
Natural resource and ecosystem management is our business, and our faculty and staff are highly energized folks who are impassioned about their work. Some 50 faculty and 25 staff members strong, we are dedicated individuals, intent on preserving our past and creating our future.

Fisheries and Wildlife Mission Statement

To build local, national, and international capacities to conserve ecosystems that support fish, wildlife, and society through integrated programs in research, education, and engagement.

Fisheries and Wildlife Vision Statement

To be a world-class, inclusive, and innovative research, education, and engagement community that promotes leadership in conservation of fisheries and wildlife resources.



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Key Personnel

Position	Name	Point of contact for:
Interim Department Chairperson	Scott Loveridge Loverid2@msu.edu	Department oversight
Interim Co-Associate Chairperson	Dana Infante infanted@msu.edu	Research & Space requests
Interim Co-Associate Chairperson	Mary Bremigan bremigan@msu.edu	Director Academic Programs
Graduate Program Committee Chair	James Bence bence@msu.edu	Graduate admissions/administration
Undergraduate Program Coordinator	Jim Schneider Schne181@msu.edu	Undergraduate advising
Administrative Assistant, Chair's Office	Sharon Reasoner reasoner@msu.edu	Academic personnel, scheduling for Chair, website, Building Safety Officer
Chief Financial Officer (CFO)	Brian Livingston livin108@msu.edu	Budget and account information, proposal budgets
Bookkeeper	Mary Witchell witchel1@msu.edu	Account reconciliation
Department Secretary	Jenna Bursley bursleyj@msu.edu	Travel, purchasing, reimbursements, Temp/On-Call employees, Vehicle Coordinator, Building Safety Officer, website updates
Graduate Secretary	Jill Cruth cruth@msu.edu	Graduate/undergraduate personnel, admissions
Research Administrator	Rose Stewart stewa684@msu.edu	Quantitative Wildlife Center support
ANR Service Desk (IT Support)	support@anr.msu.edu	Computer troubleshooting, hardware/software purchases
EHS Officer	Scott Peacor peacor@msu.edu	Environmental Health and Safety Compliance

Standing Committees

There are five standing committees within the Department of Fisheries and Wildlife. Additional information on each of these committees can be found in the FW [Bylaws for Academic Governance](#).

- ❖ Department Advisory Committee (DAC)
- ❖ The Graduate Committee
- ❖ The Curriculum Committee
- ❖ The Committee for Diversity, Equity, and Inclusion
- ❖ Awards Committee

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Top 10 List

We have developed a list of 10 things that all Fisheries and Wildlife faculty and staff should try to commit to memory. If we can all remember to do these 10 things, we will have a happier and more productive administrative team in FW!

1. Promptly turn in ALL receipts, packing slips, invoices, waybills, etc. (anything related to items billed to a MSU account) to the Bookkeeper. **Include business purpose for all items.**
2. Provide a complete accounting string (**account number, sub-account, sub-object code**) on all business transactions (purchases, reimbursements, travel, mailings, personnel requests, etc.).
3. Respond promptly to **Action Required** <kfsprod@campusad.msu.edu> notifications in your e-mail inbox. Check your junk mail filter.
4. Submit travel authorization forms at least two weeks in advance of all travel.
5. Submit all receipts for travel with a travel reimbursement form, including a copy of the meeting agenda, to your travel arranger. **Reimbursement requests are due within 30 days of travel.**
6. Do not clutter the aisles in the storage room, hallways or stairwell. If you must leave items out, put your name or "SALVAGE" on it. If salvage, contact the main office to submit a pickup request. Follow MSU disposal methods when purging files or cleaning office space.
7. Complete the "Recommended Action Form" in a timely manner, when a student changes their program of study or graduate committee. Do not wait until after the student defends!
8. Complete all hiring paperwork at least two weeks before a student or temporary employee begins working. Keep track of employee end date.
9. Inform the Associate Chairperson of space needs prior to arrival of a new graduate student, post-doctoral research associate or visiting scholar.
10. Do not leave food sitting out overnight (this attracts unwanted critters).

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II. PURCHASES AND EXPENDITURES

Account Numbers

Business transactions within the University are facilitated through the use of **Account Numbers**. Authorization from the Department Chair or Chief Financial Officer (CFO) is needed before a Department account number is used for any purpose.

Sub-accounts are used in most grant accounts and in department accounts which hold start-up funds or other funding. Please work with the CFO or bookkeeper regarding the establishment and use of a sub-account. If a sub-account has been assigned to your grant, start-up funds or other funding, **always include the sub-account** when you provide your account number for purchases and expenditures.

Sub-Object codes are used in most grant accounts and correspond to project budget categories. Along with the sub-account, they are what make it much easier for you to report on your project expenditures. Please remember to **always include the sub-object code** when you provide your account and sub-account number for purchases and expenditures.

If you have grant funding and/or general research accounts, you will need to work with the CFO before spending any funds. Most grants have specific guidelines for allowable expenditures. It is the **responsibility of the PI** to be aware of spending restrictions **prior** to making a purchase. If you have Start-up Funds, allowable expenditures should be discussed with the CFO.

Purchasing: University and Biochemistry Stores

MSU's University Stores carries office supplies, laboratory supplies, safety items, hardware, storage, office chairs and other general supplies. A [University Stores catalog](#) is available online and items can be purchased directly through the online [Spartan Marketplace](#).

Alternatively, hard copy order forms are located in Room 12 (near the door entrance on the left as you enter the room) and can be submitted to the Department Secretary for processing. When filling out the order form, please be sure to complete all highlighted areas legibly. The MSU account number, including subaccount and sub-object code (if applicable), must be provided. Materials may be picked up at Stores (for same-day needs) or delivered (usually the next business day). Return all receipts to the Bookkeeper.

MSU's Biochemistry Stores (Room 110 of the Biochemistry Building) specializes in laboratory glassware and supplies. Their catalog lists all the items they have in-stock. In-stock item can be ordered at the Biochemistry Store counter. Any non-stock item from participating vendors can also be placed via open order. Unlike University Stores the Biochemistry Store does not deliver packages to your office/building. In-stock items have to be ordered at the counter and you will receive a notification via email or phone call when any non-stock items arrive and are available for pick-up. Be sure to return all receipts to the Bookkeeper. Hardcopy or email

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Purchasing: Computer Hardware/Software

The College has an Information Technology Center, located in Room 172G, Natural Resources, that is available for quoting computer hardware/software and license purchases through the [MSU Technology Store](#), as well as, repairing and trouble-shooting computer issues. It is highly suggested that you contact the ANR Service Desk before making a computer hardware/software purchase at 355-3776 or send an email to support@anr.msu.edu. The Dept. Secretary can assist you in placing your order - you must send the e-quote, link of the item you wish to purchase, account, sub-account, and sub-object code via email.

Purchasing: Off-Campus Vendors

Materials not available on campus may be ordered from the manufacturer through the use of a P-Card (most purchases under \$2500) or Purchasing Requisition (purchases over \$2500). Order forms are located in Room 12 (near the door entrance on the left as you enter the room) and should be submitted to the Department Office for processing. You may also email your request to the Department Secretary, provided all information listed on the Order Form is included in your message. If a quote has been obtained, please include that with the paperwork.

Preferred vendors (which often offer special MSU-negotiated pricing and free, expedited shipping) can be found at MSU's [Spartan Marketplace](#). University Services has a bidding procedure for equipment and purchases that total \$10,000 and above. The order will go out to bid to various vendors including the specifications listed. Additional information about the MSU purchasing process and bid/sole source letters is available at the [University Services website](#).

Please remember that the length of time for delivery varies: it may be as long as a month before an order is received, particularly if it is a vendor not currently in the MSU system and/or a foreign vendor.

Purchasing: P-Card Transactions

MSU offers a [Purchasing Card \(P-Card\) Program](#) for project-related expenses. This program allows for the direct procurement of items < \$2,500. The P-Card provides quicker turn-around time on orders, greater flexibility in ordering, and reduced paperwork. The CFO or bookkeeper will work with you to determine if a P-card is right for your needs. All new users must attend a training program before their card is issued and can be used.

There are restrictions to what can be purchased with a P-Card: please refer to the [P-Card User's Manual](#) for more details.

Receipts for transactions using a P-card must be maintained by the cardholder. Each day's transactions will result in an eDoc in MSU's KFS system. The system will create one eDoc per card per day, so an eDoc

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may contain multiple transactions. You will receive an "Action Required" message when the eDoc is ready for review, reallocation and approval.

For each P-card eDoc, you must:

1. Provide reallocation information in the accounting lines (Account, Sub-account, Object code, Sub-object code).
2. Attach an electronic copy of the itemized receipt for each transaction. Include the business purpose for each item. **A receipt should include a description of what was purchased/paid for and the amount charged (which matches the amount of the transaction on the eDoc).**
3. Approve the eDoc. Once you approve it, the eDoc will route to the FO.

You have fourteen (14) days (from the date the eDoc was created in KFS) to edit and approve the eDoc; after 14 days it will auto-approve and route to the Fiscal Officer's Action List. If you have not provided reallocation information and the receipt(s), the FO will ad-hoc route the eDoc back to you to do so. Once reallocation information has been provided and receipt(s) attached, the FO will approve.

The FO has thirty-one (31) days (from the date the eDoc was created in KFS) to edit and approve the eDoc. The FO will NOT approve the eDoc if you have not provided reallocation information and a copy of the receipt(s)! After 31 days, the eDoc will auto-approve to the default account and object code AND A REPORT WILL BE SENT TO INTERNAL AUDIT.

The P-card cycle runs from the 25th of the month to the 24th of the next month. At the end of each cycle, P-card holders should review each transaction from the previous month for accuracy. Retain receipts in your files according to [MSU Record Retention Policies](#).

Receipts and Packing Slips

All receipts, packing slips, copy receipts, proof of Stores delivery, etc. - anything related to MSU account charges except P-card receipts - must be turned into the Bookkeeper. P-card receipts should go to the cardholder. Please check packages carefully for any paperwork related to the purchase. **Indicate on the paperwork the account number, subaccount and sub-object code to be charged, the date the order was received, and the business purpose for each item.** Note any discrepancies or damage on the packing slip.

Out-of-Pocket Expenses

If out-of-pocket expenses (unrelated to travel) are incurred, the employee must submit a [Non-Travel Reimbursement Worksheet](#) to the Department Secretary to obtain reimbursement. Please include the full account number (including subaccount and sub-object code, if applicable) and list the business purpose(s) and full item description(s) on your worksheet. A **legible copy of all receipts** must be

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included (original receipt is preferred). The receipt must show how the item was paid for and confirm that payment was received. If the reimbursement is for food and/or beverages (business meeting, training session, etc.), a full list of all participants and their affiliation must be included. Alcohol may not be reimbursed by University Funds. If the expenses are related to a meeting or outreach activity, a copy of the agenda should be included.

Merchandise Returns

When an item is returned to a vendor, due to a duplicate shipment, item exchange, repair/trade-in, or return of equipment following expiration of a lease, a [Material Return Authorization Form](#) needs to be completed.

It is important to notify the individual who ordered the item for you to prevent payment to the vendor until the issue is resolved. For any invoices that should not be paid, the FO will place them on hold while investigating. Upon determination that the invoice should be paid, the hold can be removed and the FO can approve the invoice. A full description of the articles being returned should be given so that if the shipment is lost, a claim can be filed with the carrier. Particular attention should be given to completing the following blocks on the form:

1. MSU P.O. No. Reference
2. Account Number (including subaccount and sub-object code, if applicable)
3. Dollar value of shipment
4. Description of why the material is being returned.

The form requires an authorized Department signature. Please see the Bookkeeper for further assistance on merchandise returns.

III. TRAVEL

General Travel Information

Please discuss any planned business travel as early as possible with your travel arranger and confirm the account number(s) – including subaccount and sub-object codes -- that will support your travel with the Fiscal Officer and/or Principal Investigator (PI). If you plan to incorporate personal travel into any part of your itinerary, this must be discussed with your travel arranger **prior to booking** to ensure that MSU guidelines are followed.

It is the **traveler's responsibility** to be familiar with the University's travel policies and what documents and receipts are required for you to get reimbursed following travel. A complete guide to Travel Policies and Procedures can be found on the Office of the Controller website in the [Business Manual Section 70](#).

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The information listed below is only a guide and in no way inclusive of all the policies and regulations that may apply to you when traveling.

Travel costs are generally paid for by the traveler and then reimbursed after travel is completed.

Exceptions to this are airline/rail tickets, Michigan Flyer reservations and conference registrations, which can be pre-paid in most cases (see below) to minimize out-of-pocket expenses before travel.

We encourage the following for all travelers:

1. **Book through MSU Preferred Travel Agencies** to receive the following benefits:
 - a. Access to corporate, consortium, and MSU-negotiated discounts.
 - b. Traveler support, including assistance with billing and cancellations.
 - c. Electronic receipts (when available).
 - d. Preferred boarding on Delta Airlines.

2. **Choose reasonably priced lodging** at the best available rates and make reservations that allow cancellation without penalty.
 - a. For your own protection, when canceling reservations, travelers should make note of the name of the person through whom the cancellation was made and retain documentation.
 - b. If the trip is cancelled, travelers may not be reimbursed for pre-paid hotel expenses (e.g. internet reservation, first night's deposit), cancellation, or no-show fees.
 - c. Ask for government or conference rate when booking hotel.

3. **Provide credit card statement for actual exchange rate when using credit card for international travel expenses.** Alternatively, if exchanging US Dollars, retain receipt for the conversion rate.
 - a. All fees associated with currency conversion are reimbursable.
 - b. If credit card statement or in-country conversion receipts are unavailable, the prevailing [Oanda rate](#) (+/-4% typical cash exchange margin) for first day of travel should be used. Please convert all receipts from foreign currency to USD before submitting your Travel Expense Report (TER) for reimbursement. And provide a copy of the method used to convert (credit card statement or screen shot of the Oanda calculator). If you use the [Oanda Currency Exchange Calculator](#) please pay close attention to the instructions on the MSU Travel website as they have recently changed.

4. **Use MSU's preferred travel agencies for personal, non-University affiliated travel**, to take advantage of the benefits described above.

Pre-Trip Authorization

A [Pre-Trip Authorization Form](#) must be completed and signed by the Department Chair or Associate Chair **at least two weeks prior to travel** for all University-related business. The form should be emailed

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to your travel arranger with "Travel Authorization" in the subject line for routing and signature. All fields of the form should be completed, including:

1. **Section A:** Traveler information and travel details.
2. **Section B:** Account number, subaccount and sub-object code (discuss with Fiscal Officer or PI) and purpose of travel.
3. **Description:** Include the business purpose for the trip and how it relates to the account being charged. If renting a car, please indicate the business purpose for the rental.
4. **Section C:** Complete section if using a motor pool vehicle. Also, be sure to check the appropriate box in Section E.
5. **Section D:** Emergency Contact Information. If traveling internationally, travelers are **required** to register their trip in the MSU Global Travel Registry. Please coordinate with your travel arranger. Registering initiates traveler safety assistance and international health insurance coverage. Refer to the section below on International Travel for more details.
6. **Department Contact:** List the Department Secretary.

MSU reserves the right to **deny reimbursement** if a pre-trip authorization is not on file before departure. Travel insurance coverage may also be denied (this is at the University's discretion).

Blanket Travel Authorization

A Blanket Travel Authorization is used to cover travel within Michigan for up to a 12-month period for research, outreach or teaching. This only covers travel related to specific research, outreach or teaching activities. Travel for any other reason or out-of-state travel requires a new pre-trip authorization.

It is recommended that the PI complete a Blanket Travel Authorization for everyone who will be involved in the calendar year's in-state research travel (to cover January 1 to December 31). If additional people need to be added throughout the year, contact the Main Office with their name and emergency contact information and they will be added to the existing Blanket Travel Authorization.

Conference Registration

Conference registration fees may be paid for in advance using a P-card or (in cases where a P-card is not accepted) a check. Allow ample time for processing. Please send the completed registration form or, (if all your information is saved in your online registration account you can supply the login information), the account number, subaccount and sub-object code, to your travel arranger. Every effort should be

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made to meet the early registration date and take advantage of lower costs. Membership fees are typically the responsibility of the traveler, please discuss this with your project PI. Remember, an agenda or itinerary for the conference MUST be included with the Travel Reimbursement Form.

Airline/Rail Tickets

Those traveling on behalf of the University are offered the option to have airline and rail ticket purchases directly billed to a University account when booked through Conlin Travel. Please see your travel arranger for more details. There is a fee for using the direct bill service (\$5 online booking or \$35 agent booking). Before you can book travel through Conlin Travel, faculty and staff must complete a [Travel Profile](#). Student travel must be booked as a “guest traveler” in the system. All guest bookings require the traveler’s full legal name (as it appears on the ID you will present at the airport), date of birth, gender, email, cell phone number DHS Redress # (if applicable) and Known Traveler Number (if applicable). International travel funded by federal grants must comply with the [Fly America Act](#).

Travel Reimbursement

Within 30 days of return from your travel, a [Travel Expense Report](#) must be completed and submitted to your travel arranger. Include all non-meal receipts (airfare, ground transportation, airport parking, lodging, rental car, fuel, etc.) and a copy of the conference/meeting agenda if applicable. Receipts must be **LEGIBLE** (original receipts are preferred but not required). Meals are reimbursed according to U.S. Per Diem rates for your destination(s) - meal receipts are not necessary. Please refer to the [MSU Travel Reimbursement Chart](#) for more details.

1. Please note in Section C of the expense report if any expenses were shared with another traveler. If expenses were shared, your reimbursement cannot be processed until **all** travelers have submitted their reimbursement form.
2. If flight/rail ticket was purchased out-of-pocket, submit the following for reimbursement: passenger name, amount paid, confirmation number, issuing airline or website provider, class of service, origin and destination, dates/times of travel, flight numbers, airline operating the flights and proof of payment (i.e. payment line showing last four digits of credit card).
 - a. Travelers may use airline frequent flyer programs. Travelers are encouraged, though not required, to redeem miles earned while traveling on behalf of the University, for MSU-related business purposes.
3. Travelers must compare airfare costs when choosing to travel from a location more than 100 miles from their point of employment.
 - a. Travelers are expected to obtain written quotes from Michigan State University's preferred travel agencies when choosing to travel from Toronto or Chicago. Based upon these airfare quotes, the traveler would be reimbursed the lower of the two airfares.
 - b. Exception: Traveler is temporarily stationed away from main place of business. In this case, airfare should be from the closest airport to the Traveler’s temporary location. Please document this exception on the expense report.

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4. If personal travel results in indirect routing, any extra transportation costs will be deducted from the traveler's reimbursement. Travelers are expected to obtain written quotes from MSU's preferred travel agencies. Based upon these quotes, the traveler is reimbursed the lower of the two fares.
5. Baggage fees are reimbursed up to two checked bags.
6. Travelers may choose to drive their own vehicle to their travel destination. When used in lieu of air travel or rental car, \$500 is the maximum mileage reimbursement claim allowable for a single trip.
7. Taxi/Car Service/Ride Share expenses are reimbursable for travel related to business. For example, taxi/car service/ride share between hotel and airport is allowable.
 - a. Taxi/car service/ride share for a restaurant or sightseeing trip is not reimbursable.
 - b. Tips for ground transportation are reimbursable. Tip amount is to be reasonable at the traveler's discretion.
8. Rental cars may be reserved with MSU travel preferred vendors: [National and Enterprise](#).
 - a. A credit card will be required at pick up and traveler will be expected to pay for the expense out-of-pocket and seek reimbursement.
 - b. Use of a rental car for travel to/from restaurants and sightseeing is deemed to be personal and will not be reimbursed. Rental cars should be standard size or smaller class when available. Exceptions must be clearly documented.
 - c. Car rental insurance, including Collision Damage Waiver (CDW) and Liability, are NOT reimbursable when renting in the United States. The Big Ten car rental agreement provides CDW or LDW and Liability when contracts are utilized.
 - d. When renting outside of the U.S., it is recommended that travelers purchase liability insurance because of unique laws in foreign countries, complications in settling claims, and personal policy restrictions.
 - e. Travelers may purchase fuel service options as long as the traveler is charged for gallons used and not for a full tank. It is recommended that travelers fill up the rental car and submit fuel receipts for reimbursement.
9. Mileage to and from the airport is reimbursable. Please include a mileage map with the reimbursement request. If traveler's home address is a shorter distance to airport than work location, please use this address for reimbursement (unless departing from work location).
10. Parking at airport or train station is reimbursable.
11. Meals provided during travel (conference meals, continental breakfast at hotel, meals provided by a colleague, etc.) will be deducted from the meal per diem.
 - a. If a traveler hosts a meal during travel status, please include **itemized** receipt, list of attendees, their affiliation, and business purpose for the meal.

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- b. Alcohol may not be reimbursed with University funds. Please separate these charges from the meal receipt.
12. For lodging reimbursement, itemized receipts must include traveler's name, hotel name and address, check-in and check-out days, total paid with zero balance, and proof of payment (i.e. payment line showing last four digits of credit card).
 - a. Please provide documentation that double-room occupancy is the same cost as single-room occupancy when sharing room with non-University guests.
 - b. International hotels will only be reimbursed up to the allowable Foreign and OCONUS Rate for travel location.
13. If traveler is staying with local family or friends, they must indicate date(s) of lodging and address of lodging (city and state or country) on their reimbursement form.
14. If traveler is not an MSU student or employee, please provide a current address with the TER and receipts. A reimbursement check will be mailed to them.
15. If a receipt is lost, please refer to the receipt requirements on the [MSU Travel Reimbursement Chart](#).
16. If you submit a hard copy of your TER and receipts for reimbursement to the Department Secretary please organize the receipts chronologically and please do not staple your receipts together.

Once the travel reimbursement form and receipts are reviewed by the travel arranger, a disbursement voucher will be entered in the financial system. The reimbursement process typically takes 10-14 business days. Employees will receive their reimbursement via direct deposit, if they have set-up direct deposit, and non-employees will receive their reimbursement in the form of a check mailed to the address on file with MSU.

1. Faculty and staff are required to approve their Disbursement Voucher in the financial system. Failure to do so will prevent the reimbursement from routing.
2. If the traveler must return funding in the event of an advance, traveler will be notified via their MSU e-mail of the amount due. Funds must be returned to the Cashier's office in the Administration Building no later than 30 days after travel is completed. Failure to return funds within the allotted time will result in a \$25.00 late fee charged to the traveler.

Research-Related Travel and Leases

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Reimbursement for research-related travel expenses occurs as described above in the “Travel Reimbursement” section. As a guideline, travel reimbursements under a Blanket Travel Authorization should be submitted quarterly or when expenses total a minimum of \$25.00.

When MSU business requires an employee or University representative to travel extensively in a defined area and a University vehicle is unavailable, reimbursement for mileage and expenses related to travel in a personal vehicle may be authorized. Sufficient detail should be documented on the Travel Expense Report to support any mileage being reimbursed (field site locations, field protocols, etc.).

If your research field season requires that you rent housing in the area:

1. MSU must not be included in any part of the lease agreement. Leases are strictly between landlord and tenant. All leases must include the following:
 - a. Names of people renting the property
 - b. Beginning and end dates of rental
 - c. Complete address of rental property
 - d. Landlord’s full name, address, and phone number
 - e. Landlord’s W-9 form, which must include their full contact info and tax identification number (in some cases this is their social security number)
 - f. Terms and conditions of the lease
 - g. Signature lines for renter and landlord
2. The original signed lease must be kept on file in the department and a copy kept with the renter(s). A copy must also be included with any reimbursement request.
3. Timely rent payments are the responsibility of the person(s) signing the lease. A cash advance can be obtained to pay rent ahead of time or on a monthly basis, if desired.

Travel Advances

MSU faculty, staff and graduate students are eligible to receive travel advances under certain circumstances. If a travel advance is desired, please contact your travel arranger or fiscal officer 30 days prior to travel to ensure that funding is available. Please refer to the guidelines in [Section 70 of the Manual of Business Procedures](#) for eligibility details.

Individuals requesting a travel advance should present a budget and a copy of the [Cash Advance form](#), which has been signed by their Major Professor, to their travel arranger. Please do not share expenses on travel advance budgets with [other travelers](#). Advances can be picked up (within seven days of departure) by obtaining the finalized paperwork from their travel arranger and bringing it (along with their photo ID) to the Travel Office (360 Administration Building) for signature and then taking it to the Cashiers Office (110 Administration Building) where the funds are obtained. If requesting an advance whilst in the field or abroad, please contact the travel arranger as special arrangements will need to be

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made. Finally, the signed cash advance form with the Cashiers Office receipt attached must be brought back to the travel arranger prior to travel.

Cash advances must be reconciled with a Travel Expense Report within 30 days of the travel end date noted on the original Cash Advance form. Please submit all receipts and reconciliation paperwork to your travel arranger at least one week before this 30-day deadline.

International Travel

Michigan State University strongly supports its community members who undertake international experience through teaching, research, study, and other engagement abroad. The health, safety, and security of such persons are of paramount concern. MSU's International Travel policies and procedures seeks to prepare travelers abroad for possible emergencies and to be of assistance when needed. MSU support includes providing health and safety information before travel, international health insurance coverage, and medical, security, and travel assistance through MSU's 24/7 international emergency assistance program (517.353.3784).

Before International Travel (not related to study-abroad) takes place, all travelers **MUST:**

1. Complete a [Pre-Trip Authorization form](#).
2. Register the trip in the [MSU Global Travel Registry](#).

It is the traveler's responsibility to coordinate the pre-travel process with their travel arranger to ensure that all proper steps have taken place. Registration in the MSU Global Travel Registry is **REQUIRED** to activate MSU-provided international health insurance, evacuation and repatriation insurance and the University's emergency support services. In the event that these steps are not taken and assistance is needed, the College/major administrative unit will be responsible for all costs incurred while resolving any travel related emergency situation involving faculty, staff, temporary, or on-call employees. At the Department's discretion, these expenses will become the traveler's direct personal responsibility.

International travel includes any travel outside the United States. The United States includes Puerto Rico, Guam, and the U.S. Virgin Islands. For travel supported by contracts and grants, the funding agreement must be reviewed for the definition of international travel. Travel from the point of origin and return is considered part of international travel. All international travel must comply with the [Fly America Act](#).

Ultimately, all University travelers are responsible to make themselves aware of risks and to make preparations for emergencies whether they travel for business, study, or pleasure. Michigan State University provides many resources to assist in this process:

1. The "Know Before You Go" section on the [MSU Travel](#) website includes many helpful resources.
2. Check with the [MSU Travel Clinic](#) for information about health risks and immunizations.

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3. Check with the [Office of International Health and Safety](#) for issues related to safety around the world.

IV. MAIL/PHONE/FAX AND COPYING PROCEDURES

Department Cost Chart

Fax	\$0.20 per page
Photocopy	\$0.10 black/white \$0.49 color
Visitor Parking Permit	\$2.00 2-hour \$4.00 4-hour \$8.00 24-hour

Prices subject to change. Last updated August 2017.

Mail

US Mail: Place all outgoing, stamped mail in the tray marked “US Mail” in the mailroom. All mail requiring postage needs to have a separate [MAIL PROCESSING SERVICE REQUEST](#) attached:

1. Sender must complete all applicable fields in the “Sender Information” and “Recipient Information” sections, provide a complete account number, including subaccount and sub-object code, if applicable, **and include (in the “Special Instructions” section) a sufficient description of item being sent, including how it relates to and supports the project associated with the account being charged (the “business purpose”).**
2. Print two (2) copies of the form; attach one to the piece(s) of mail to be picked up and place the other copy in the bookkeeper’s mailbox.

It is imperative, for audit purposes, that sufficient information is recorded at the time of mailing regarding the purpose of the mailing.

Generally, all mail is taken up to the main building mailroom around 9:30 a.m. and 1:00 p.m. daily. For additional mail processing information, please visit the [University Services website](#).

International Mail: A [MAIL PROCESSING SERVICE REQUEST](#) must be completed as previously instructed, including required information as listed above. International packages must also have the [Required Customs Forms](#) attached. When completing online customs forms, print three copies and sign each copy. Forms are not valid without a **signature on every page**.

Fed-Ex: If you have a package that requires expedited shipping, please consult with the Department Secretary in 13 NR. Fed-Ex envelopes and small boxes are available for use. All Fed-Ex requests require a

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complete mailing address including phone number, package dimensions and weight, value (if any), desired shipment speed, a MSU account number, including subaccount and sub-object code (if applicable), and business purpose.

Campus Mail: Mail that moves from one department to another within MSU's main campus does not require postage. Mail should go in an inter-department reusable envelope (located within the table under the faculty/staff mailboxes in room 1A) with the recipient's name and department address clearly marked on the outside. Be sure to cross off any other names and addresses that may be on the envelope to ensure proper delivery. Place all campus mail in the tray marked "Campus Mail" located in the mailroom.

Hand Delivered Campus Mail: Should you have an item that needs to be hand delivered on campus, place your addressed envelope in the tray marked "Delivery" located in 13NR. If there are specific instructions that go along with the hand delivery (i.e., wait for signature, return to me, etc.), please complete a white "Delivery Request Form" located to the right of the delivery tray and attach it to your envelope. Be sure your instructions are very clear. Campus mail deliveries are generally made after 3:00 pm unless discussed otherwise.

Intra-Department Mail: Each department employee will be assigned a department mailbox located in the mailroom (faculty/staff) or copy room (graduate students). Mailboxes should be checked regularly for mail and important announcements. A notification slip will be placed in your mailbox to inform you of mail or packages which are too large to fit into the mail slot. Large packages will be stored under the table in the mailroom and can be retrieved during business hours (8:00 am to 5:00 pm). Packing slips must be turned in to the Bookkeeper.

Telephones

The Department is in the process of transitioning Telephone systems. Please see the FO for further information about your telephone and voicemail needs.

Fax

A FAX machine (a function of the copy machine) is located in 14 NR, and may be used by faculty, staff and students for University-related business. A supply of FAX cover sheets is kept on the wall behind the FAX machine. You will need a copy code ID to use the FAX machine (this information can be obtained from 13 NR). If you have multiple account numbers, you should have a separate ID for each account.

Photocopy and Scan

A copy code is needed to use the copy/fax machine (this can be obtained by contacting the Department Secretary). The copier in 13 NR is a color copier and scanner, primarily for office staff/department use.

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The copier in 14 NR is a black and white copier and fax machine and is available for individual use. Course-related copies will be paid for by the department- each course will be assigned a copy code to use for this purpose. Research-related copies will be paid for by the researcher using the appropriate copy code. There is no charge for scanning.

The Department Secretary is available to run material on the copy machine for class and research-related purposes. You will need to complete a yellow "Copier/Scanning Request Form" in 13 NR and attach the original documents. All copy jobs must be turned in at least two working days before they are needed. We understand last minute needs arise and the staff will do their best to take care of these situations, when possible. You are encouraged to utilize electronic format, when possible, and restrain from unnecessary copying to conserve Department funds. If you are teaching a class for another department, course work copying should be done in that department.

V. OFFICE PROCEDURES

Information Technology (IT) Support

The ANR Service Desk is here to help you with your IT needs and technical support. Please email your request to support@anr.msu.edu or call 355-3776.

Department Staff Support

The primary responsibility of Department staff is to provide administrative support under the supervision of the Department Chair and/or designated faculty. They will help answer questions, but they have limited time to assist graduate students with clerical tasks. Your students should develop a positive working relationship with Department staff by respecting their duties and priorities, and by familiarizing themselves with the Graduate Handbook concerning travel, photocopying, and mailboxes. Graduate Students' questions regarding any clerical assistance by Department staff should be directed to their Major Professor.

Keys

Department keys are issued in 13 NR. Typically, you will get a key to your office space, the mailroom and lab (if applicable). **Please guard keys carefully.** If you lose your keys, report this immediately to the Department Secretary. All keys **must be returned** to 13 NR prior to leaving the department.

The Natural Resources Building (after hours) and certain laboratories are secured with keyless entry. You will need to stop by 13 NR with your MSU ID card to gain access to these areas. Your faculty advisor will need to send an email to the Department Secretary authorizing after-hour and specific lab access.

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Visitor Parking Passes

Visitor parking passes can be purchased at the [MSU Police Parking Office](#) on Red Cedar Road. The Department also maintains a small number of passes available for purchase when hosting visitors on official MSU business: an MSU account number (including subaccount and sub-object code, if applicable) and business purpose must be provided to cover the cost. If you need more than three parking passes, contact the main office two weeks prior to the date they will be needed.

Business Cards

Faculty and staff business cards can be purchased through [MSU Print Procurement](#). The current cost is ~\$25.00 for 250 cards printed in black with a green logo. An MSU account number (including subaccount and sub-object code, where applicable) is needed to complete the purchase (this cost is typically not covered by the department). Graduate student business cards are available through [Capital Imaging](#).

Bulletin Boards

Announcements may only be posted on designated bulletin boards. The Department has several bulletin boards located in the hallways near the Department Office (13 NR), across from 9 NR and next to 40 NR.

Custodial Services

The building has regular custodial staff who arrive around 4:00 pm daily, M-F. Trash is emptied daily from the receptacles in the hallway. More information about custodial services is available on the [Infrastructure and Planning website](#). For additional custodial needs, outside of the typical services, please contact the Fiscal Officer for assistance with completing a service request and determining a MSU account number to charge this service to.

Recycling

MSU has provided recycling receptacles throughout the building for recycling use. Be sure to place [Recyclable Items](#) (remove any non-recyclable items first) in the proper receptacles or marked area. There are additional receptacles in or just outside the loading dock area. Items may also be dropped off at MSU's Recycling Center located off Farm Lane across from MSU Surplus.

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MSU Disposal Policy

All items acquired by university departments, regardless of the source of funds, are under university control and subject to the [disposal procedures](#) below.

1. **Inventoried Equipment** (initial cost \$5,000 or more) shall be disposed of through the MSU Surplus Store, in accordance with the [MSU Manual of Business Procedures Section 224](#).
2. **All other Equipment, Supplies, and Non-Hazardous Materials**, regardless of size or quantity, are subject to the following procedures for disposal:
 - a. Evaluate the item for potential use within the department, either through repair or use by other personnel within the unit.
 - b. If no internal use is found, consider a sale, trade or gift to another university department.
 - c. Send items not used internally, or transferred directly to another department, to the MSU Surplus Store.
3. **Hazardous Materials.** It is the releasing department's sole responsibility to dispose of hazardous materials in accordance with university policy. Call the Office of Radiation, Chemical and Biological Safety (ORCBS) at 355.0153 for more information.
4. **Donations.** It is in violation of university policy for items to be donated outside the university without determination of zero value by the MSU Surplus Store manager. Exceptions to this policy will be considered when the academic benefit to the university outweighs the cash value (e.g. research partnerships).

Once you have determined the appropriate disposal procedure, the Department Secretary can help you prepare the proper Service Request form. When possible, items should remain in a central location within the office/lab space of origin until pickup by the MSU Surplus Store. If you must move an item into the hallway, do so only after the Service Request form has been submitted. Tape a copy of the form to the material awaiting pickup. Custodial staff will not dispose of your surplus equipment.

Conference Rooms

There are four conference rooms available in the Natural Resources Building. 338NR is suitable for groups of up to 30 and can be reserved by contacting the Department Secretary in 13NR. 216NR is suitable for no more than 20 and can be reserved by contacting the Forestry Department in 126 NR. Our Department also has two small (6-8 capacity) meeting rooms located in 40NR and 33NR. You can reserve these rooms through the [Google](#) Calendar (user ID and password are required- see the Department Secretary).

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Office, Laboratory and Cubicle Space

Allocation of space within the department is ultimately the responsibility of the Chairperson. Responsibility for coordinating how space is used, providing recommendations on how space should be allocated and allocating certain types of space is delegated to the Associate Chairperson. Questions about space should be directed to the Associate Chairperson. Requests for space (particularly space for storage, graduate students and fixed-term academic staff) should be directed in writing to the Associate Chairperson. Please contact the Associate Chairperson as soon as you are aware that space will be needed.

For tenure-stream faculty, office and laboratory (research) space are allocated in accordance with University guidelines and regulations and an individual faculty member's letter of offer. Faculty for whom Fisheries and Wildlife is the tenure home will be provided with a private office. Faculty with a shared appointment in Fisheries and Wildlife, but for whom another department is the tenure home will be assigned shared office space. Unless specifically stated in the letter of offer, there is no guarantee of private laboratory space. Laboratory space will in many cases be shared among faculty with compatible research interests. Faculty control how space is allocated within his/her laboratory.

Every effort will be made to accommodate the space needs of fixed-term academic faculty (e.g., instructors, academic specialists, post-doctoral associates). When possible, a private office will be provided. However, it may be necessary to share office space. Research space will be allocated in accordance with the individual's assignment and letter of offer.

Cubicle space in NR 23 and NR 336 is to be used by graduate students and is allocated by the Associate Chairperson to individual faculty members. Each faculty member allocates his/her assigned cubicles among his/her graduate students. The number of cubicles allocated to a particular faculty member may change as graduate enrollment changes. Cubicle space is at a premium and unused space (or space used only for storage) will be reassigned by the Associate Chairperson.

Cubicle space in NR 5 is primarily for fixed-term academic faculty and emeritus faculty. This space is allocated by the Associate Chairperson.

Storage Facilities

If you have storage needs, please see the Associate Chairperson to discuss availability.

Department Storage Room: The Department has a storeroom located in 34D NR. Room 34D is outfitted with locked storage cages assigned to individual professors. All materials should be stored inside the cages. Space outside of the cages is for Department storage of office supplies and equipment. Aisles must be kept clear at all times.

Garage: The garage is intended for storage of items too large or awkward to be stored in Room 34D (e.g., cages, traps, boat motors) and excess building and hardware supplies. The garage should be used

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for items that will be accessed on a regular basis. Items stored must be clearly identified with the Professor's name and the date.

Upper River Lab: The Upper River Lab on Kalamazoo Street is intended for storage of large items that do not need to be accessed on a regular basis, such as seasonal field equipment. The construction of large research apparatus may be done in the Upper River Lab with approval of the Associate Chairperson.

Boats: The Department has a boat storage facility near the Lower River Lab on Kalamazoo Street, and the intent is to have most vessels stored there. Advisors will need to arrange with the Associate Chairperson to have access to space and the necessary keys for use of the boat storage barn.

Research vehicles: All vehicles (e.g., trucks, vans, cars) should be parked in the parking structure (Ramp #5) on the southwest corner of Red Cedar Road and Trowbridge Road or in parking lot 48W (the back parking lot that borders the parking structure). University vehicles should not be parked in parking lot 48E, which is directly south of the NR building.

University Vehicles

All individuals who plan to drive an MSU-owned vehicle (this includes Motor pool vehicles and Dept. owner trucks) must obtain prior approval from the Department and have their information submitted to the Office of Risk Management and Insurance for approval. Students and employees should visit Room 13 to complete a Driver Record Request form and leave a copy of their Michigan driver's license. Those with out-of-state licenses are required to obtain a copy of their driver's record from their home state. You must have a US driver's license to operate a University vehicle. Please see the Department Secretary for more details.

The University has a [Motor Pool](#) from which vehicles may be checked out by faculty and staff for conducting university-related business. An MSU account number (including subaccount and sub-object code, where applicable) must be provided to cover vehicle costs- please refer to the IPF website for current short-term and long-term rates. A copy of the travel authorization form signed by the Department Chair will be required when picking up the vehicle. Be sure to check the box at the bottom of the travel authorization for 'Motor Pool Vehicle.' All those planning to drive the vehicle must be present when vehicle is picked up (along with a copy of each travel authorization form and driver's license).

Field Trips

Instructors who plan to conduct a field trip in connection with a course or University-related program should familiarize themselves with MSU's field trip policies set forth on the [Manual of Business Procedures](#). The cost of field trips, including instructor(s) travel expenses, can be funded from departmental funds upon approval. If the cost of the field trip exceeds the Department's ability to support the trip, funds will come from participating students.

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University vehicles are available for field trip transportation. Employees (including graduate students) may drive University vehicles (except buses) on authorized field trips provided they are authorized to drive a University vehicle (see above). Students are also allowed to drive themselves to the field trip with the knowledge that if an accident occurs, the responsibility will be placed on the individual's personal car insurance, not the University.

Conducting Youth Programs on Campus

As part of the University's continuing commitment to provide a safe and supportive environment for the campus community, the University developed a set of guidelines for youth programs on campus. Those guidelines, entitled "[Conducting Youth Programs on Campus: Minimum Operational Requirements](#)," are available for review.

VI. WEBSITE

Department Website

The [Department website](#) is hosted by the College of Agriculture and Natural Resources. CANR provides training in their web content management system (dotCMS) to select individuals within each department. **Please direct all FW news, events, web updates and new content requests to the FW Department Secretary for posting on the website.**

If extensive changes and/or frequent updating is desired on a page within the CANR FW website, faculty and staff are encouraged to contact the Chair's Administrative Assistant to coordinate dotCMS training and gain access to their online materials. Requests for dotCMS access will be granted on a case-by-case basis. Development and maintenance of individual faculty websites that are not hosted by CANR is the responsibility of each faculty member.

VII. STAFFING

Hiring- Faculty, Postdocs and Support Staff

When considering a new hire for an academic position, discuss with the Chair whether this position requires a formal search. All faculty and postdoc hires are required to follow the [University Academic Hiring Manual](#). Open positions must be posted on the MSU Careers website and advertised on external websites when appropriate (professional societies, Listservs, etc.). All faculty and postdoc hiring should be coordinated through the Department Chair's Administrative Assistant.

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To initiate the hiring process for a faculty, postdoc or support staff position, the following information must be submitted to the Department Chair's Administrative Assistant:

1. Faculty and Academic-Staff hires must have a signed CANR Academic Position Request Form (Postdoc and support staff NA)
2. Detailed Position Description – including title and a sperate list of expected duties
3. Start date
4. End date
5. Salary – post amount or range, or “salary commensurate with experience”
6. Account number(s), including subaccount and sub-object code (as applicable)
7. Percent time for position functions (e.g., Teach, Advise, Research, Outreach etc.)
8. Search Committee Members with title and email for non MSU folks
9. Posting open till filled (include review date) or specify posting close date

Hiring – Graduate Assistantship Positions

When hiring a Graduate Assistant, please refer to the [Graduate School website](#) for an overview of the appointment types, stipend levels, benefits, and leave policies available to MSU graduate students. All graduate student assistantship offers must be sent to the Department's Graduate Committee Chair for prior approval. Before an assistantship offer can be made to an incoming student, the individual must have a completed application on file with the MSU Graduate School, including official transcript(s), official GRE scores, and at least two letters of recommendation. Please refer to the section below (Selecting and Mentoring Graduate Students) and/or contact the Graduate Secretary for more details on hiring graduate students.

Hiring – Student, Temporary and On-Call Positions

Please work with the [Graduate Secretary for student hires](#) and the [Department Secretary for temporary/on-call hires](#) using the steps below to process hiring paperwork. It is expected that funding for these positions will come from your grant/research account. Prior approval from the Chair will be needed for any use of general funds.

1. Contact the appropriate Secretary **at least two weeks prior to the start date** to obtain a Hiring Packet (There are sections on the Hiring Requisition that both the employee and the supervisor need to complete). All paperwork must be submitted to the Secretary for processing at least 10 business days before the start date.
2. Human Resources must do a background check on all new employees as part of the hiring process. **Do not allow an employee to begin working before their paperwork is approved by HR.**
3. On or before the first day of work, **new employees must present ORIGINAL documents** to the appropriate Secretary to complete the I9 form. A list of suitable documents will be provided

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with the Hiring Packet. Employees working outside of East Lansing will be provided with a list of off campus locations where they can go to complete the I9 verification process.

4. Instructions for completing timesheets, information on direct deposit and pay dates will be provided when the Hiring Requisition is complete.
5. Any future changes to a current employee (e.g. funding change, pay rate increase, etc.) should be communicated by email to the appropriate secretary in advance of the effective date. **Changes on a time sheet that have not been communicated in advance will not be effective until the next pay period.**
6. **Temp employees (and PI's) should keep track of their end dates. When a PI wishes to terminate a temp or on-call employee, an email needs to be sent to the Department Secretary authorizing the termination and include a specified end date.**

New Employee Information

MSU NetID - Your MSU NetID is the key to online access at MSU. Having a NetID allows you to access online campus services, coordinate benefits and direct deposit, and use your MSU e-mail. **All employees** should activate a [MSU NetID](#) upon hiring:

1. Select 'Request a PIN'.
2. Select the heading that best describes your current status at Michigan State University.
3. Follow the instructions on the form.

Employee ID – Within your first few days of hire, please visit the MSU International Center to obtain your employee ID. A valid driver's license or passport is required. If you are completing an employee orientation with Human Resources, your ID will be obtained as part of that process. Your ID will be used for many purposes, including gaining access to the NR building after-hours (see Department Secretary for approval).

Parking Permit – Within your first few days of hire, please visit the MSU Police Station to obtain a parking permit. You will need to have a letter from your supervisor on MSU letterhead, including start/end dates and title, to verify your appointment.

Employee Handbooks - Please refer to the appropriate employee handbook for information on benefits, sick/vacation leave and employee rights/responsibilities. Please note that faculty and academic staff holding academic year (AY) appointments are not eligible for vacation leave.

[Faculty and Academic Staff](#)

[Support Staff](#)

[Student Employees](#)

[Graduate Assistants](#)

[On-Call and Temporary Employees](#)

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Selecting and Mentoring Graduate Students

The Department of Fisheries and Wildlife has a strong history of research excellence through graduate education. Having excellent graduate students starts with recruiting and selecting students who share common interests with the professor. Graduate student recruitment may be facilitated by advertising open positions through such websites as:

- [The Wildlife Society](#)
- [American Fisheries Society](#)
- [Texas A&M University's Job Board](#)

Files of students who have formally applied to our program are available online in the Graduate Admissions Management System ([GAMS](#)). For questions about access to the GAMS system, please see the Graduate Secretary. All students accepted into our program must meet the requirements outlined in the Department of Fisheries and Wildlife Graduate Student Handbook.

To accept a student (under “provisional” or “regular” status), sponsoring faculty members must first write a letter of offer using the departmental letter of offer template (available from the Graduate Secretary) and submit the letter, along with the student’s file, to the Chair of the Graduate Committee and Department Chairperson for approval. If a student is being accepted under “provisional” status, specific reasons must be described in the letter for why the student is being accepted under these conditions and what they must do to be converted to “regular” status.

After the letter of offer (and the student’s application) has been approved it will be returned to the Graduate Secretary. The Graduate Secretary will make a copy of the letter of offer for the student’s file, mail the original, and notify the Major Professor of the approval. Student applicants must respond to their potential Major Professor, in writing, within two weeks of receiving the letter whether they will accept the position. Once the student has accepted a position they must be registered for classes before August 1 (for fall semester) or November 14 (for spring semester) to avoid late registration fees (\$50).

Once a faculty member has accepted a new graduate student, Michigan State University and the Department of Fisheries and Wildlife expects that the student’s advisor or Major Professor will be responsible for providing guidance to the student to assist them in making timely progress on degree completion. Responsibilities for advising graduate students are outlined in the Department of Fisheries and Wildlife [Graduate Student Handbook](#) as well as the milestones and timeframes for degree completion.

An effective mentoring relationship between graduate students and advisors requires frequent interactions, good communications, and shared explicit expectations. MSU highly recommends that faculty and students adhere to the “[Guidelines for Graduate Student Advising and Mentoring Relationships](#)”.

Occasionally, during a graduate student’s career, changes need to be made to a student’s Program of Study (e.g., due to courses not being offered, change from a Plan A M.S. to a Plan B M.S) or their

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Graduate Committee (e.g., faculty members leave the university; see Graduate Student Handbook). These changes must be requested (and approved by the department, college and university) by having the Graduate Secretary complete a Recommended Action Form as soon as possible after the change has been warranted.

Termination or Change of Position

When an employee terminates his/her employment with the department for whatever reason, the employee should submit a written letter of resignation. Resignation letters should be forwarded to the Office of the Chair for all academic appointments. The Chair's administrative assistant will then complete a Termination form and submit for signature to CANR and Academic Human Resources. A change from one MSU position to a different MSU position will also require a Termination form.

Prior to the employee's last day, arrangements should be made with their immediate supervisor to complete the [Termination and Separation Checklist](#). All department keys must be returned to 13NR. For those individuals with card access, a copy of the employee's ID card and list of access locations should be provided.

Visiting Scholars

If you are planning to host a visiting scholar, please work with the Department's Administrative Assistant to determine the appropriate VISA. The VISA process takes 8-10 weeks once all the information is received from the Scholar. The faculty hosting the Scholar will need to provide specific information of what the Scholar will be doing during their stay at MSU.

You can also review the link from OISS. <https://oiss.isp.msu.edu/immigration1/departments/hosting-scholars/>

Effective January 1, 2019 the Department has implemented a \$1,500 per semester bench/desk fee required of future visiting scholars if they are not supported by an IDC-bearing grant. This fee will offset costs of processing their paperwork (already-processed scholars are grandfathered). Note that it is expected that the visitors will pay this charge when the paperwork is initiated, not upon arrival, and that funds will come from the visitor's own resources, not faculty accounts. That being said, we will allow faculty to pay this charge out of an MSU account they control, assuming it is an allowable expense on that account.

VIII. RESEARCH AND GRANT INFORMATION

Grant Account Purchases

Grant accounts have specific guidelines for fund use. It is your responsibility to know what those restrictions are prior to making a purchase. The Chief Financial Officer can assist you with this if you have questions.

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Submitting Grant Proposals

If you are interested in submitting a grant proposal, please see the FW Fiscal Officer **well in advance of the due date** to discuss the materials needed and the submission timeline. Please note that participation by another unit at the University may result in earlier submission deadline of some or the entire proposal.

Proposal guidelines and budgeting tools are described in detail on the [Sponsored Programs Administration \(SPA\) website](#). SPA is comprised of the pre-award group (Office of Sponsored Programs, OSP) and the post-award group (Contracts and Grants Administration, CGA). The FW Fiscal Officer can assist you with budget development and preparation of the online submission in Kuali Coeus (KC). There are [instructor-led and eLearning KC training opportunities](#) provided by OSP. There is also a KC help desk available to answer questions (517-355-2000).

Budgets should be approved by OSP within 8 days of grant submission to allow time for a full budget review and revisions (if necessary). OSP requires that the PD (proposal document) be routed no later than 3 business days prior to submission deadline. During heavy submission times, please allow additional time for processing.

PI Eligibility and Requesting Exceptions

Regular faculty members and research or fixed-term faculty employees with a rank of assistant professor and higher, may be identified as the sole or co-principal investigator on proposals seeking support for a sponsored research, education, or service project. Individuals holding other appointment titles, such as, research associates, specialists, postdoctoral fellows, or visiting, adjunct and clinical faculty, normally may submit proposals only as co-investigators/key personnel with a regular MSU faculty member. Upon approval by the department chairperson, these non-regular faculty may serve as principal investigators or co-principal investigators.

To request PI status for non-regular faculty, please submit the following information in electronic form to the Department Chair. The request should specify if it is for the specific project or a request for blanket approval for this and all future proposals. Requests should be made well in advance of the intended submission date (2-3 weeks).

1. A written request from the responsible tenure system faculty member stating that they will provide an appointment, space and any additional resources not included in the grant, but necessary for the fulfillment of the proposed research for the duration of grant. This statement should include how the research supports the research mission of the department and the name of the tenure system faculty member that will be responsible for the research should the candidate leave the university.
2. A project abstract or brief description and budget.

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3. Candidate CV.
4. The deadline date of the proposal.

This information will be reviewed by the Department Chair and forwarded to the CANR Dean's Office for approval. Once approved, it will be forwarded to the Office of the Vice President for Research and Graduate Studies (OVPRGS) for final approval. More information about this process can be found on the [SPA website](#).

Animal Use and Human Subjects

Faculty are responsible for ensuring they have authorization to use vertebrate animals or conduct research involving humans. Use of vertebrate animals and humans in research always requires approval prior to the beginning of the research. Conducting surveys or focus groups and related sociological/human dimensions research are considered research activities involving humans. In some special cases, where there is use of invertebrates in a human health application, approvals are needed also. The Graduate School will check whether appropriate approvals were obtained at the time the student's thesis or dissertation is submitted. **Failure to ensure that graduate research was done with advance approvals could delay or prevent graduation.**

Research Involving Vertebrate Animals: The use of animals in research, teaching, and outreach activities must be approved by the Institutional Animal Care and Use Committee (IACUC). **It is the PI's responsibility to ensure that an IACUC application has been submitted for any project involving animal subjects.** The application must be submitted by the PI, although graduate students and others who are active on the project also need to be listed on the form and receive training. In certain cases, an [IACUC Exemption](#) may be requested in lieu of a full application. The full IACUC review process typically requires 4-6 weeks. Once approved, the application is valid for three years. Each year, PI's will be sent a brief Annual Review Letter to complete and sign. Failure to return the Annual Review Letter will lead to inactivation of IACUC approval. Any significant changes in animal research activities must be submitted to IACUC for additional approval. For more information or consultation, call 432-8103 or visit the [IACUC website](#).

Principal investigators (PI) and any individual engaged in animal research at MSU must complete and maintain current [Animal Care training](#) prior to engaging in animal subject research. Further permits may be required for research (e.g. State and Federal Scientific Collection permits, USDA export permits, Special Use permits, etc.), and it is the responsibility of the individual graduate student and/or the faculty PI to make sure all necessary permits are obtained prior to beginning data collection.

Research Involving Human Subjects: The University Institutional Review Board (IRB), a part of the Human Research Protection Program (HRPP), reviews research proposed on human subjects. **It is the PI's responsibility to ensure that an IRB application has been submitted for any project involving human subjects.** If you have a student working on a project for which you are not the principal investigator, make sure they confirm that forms have been submitted and approvals obtained. The full IRB review process typically requires a minimum of one month to complete but is longer when revisions are

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necessary. The application must be renewed annually, before research involving human subjects is performed. The HRPP office is located south of campus. For more information or consultation, call 355-2180 or visit the [HRPP website](#).

Principal investigators (PI) and any individual engaged in human research at MSU must complete and maintain current [Human Research Protection training](#) prior to engaging in human subject research.

Responsible Conduct of Research

Fisheries and Wildlife faculty are required to annually provide documentation that *all* research personnel under their direction have fulfilled Responsible Conduct of Research (RCR) training requirements.

Personnel involved with MSU-based research that require RCR training includes:

- Research Associates – postdoctoral fellows and/or visiting scientists
- Graduate Research Assistants – hourly, assistantship, fellowship
- Research Technicians
- Undergraduate research assistants – volunteer, hourly, fellowship

Principal Investigators (MSU tenure stream and non-tenure stream faculty) are not required to meet the RCR requirements. It is expected that PIs are familiar with the professional responsibilities and standards associated with research. The PI is responsible for ensuring that all research personnel under her/his direction have fulfilled the RCR training requirements. The project PI is expected to be familiar with the MSU Faculty Handbook section on [Research and Creative Endeavor](#).

Further details about RCR requirements for FW personnel and students is located on the [Department website](#). Please note that training and reporting requirements for students starting in January 2017 or later have been updated. Please refer to the FW site for the most up-to-date information.

Following completion of RCR training activities, all personnel are required to enter the details of their training session into the MSU [Research Training Tracking System \(RTTS\)](#).

In addition to Departmental and PI-led training opportunities, there are RCR offerings available through the [Graduate School](#).

IX. LABORATORY AND FIELD SAFETY

The purpose of this section is to provide recommended and required policies and procedures for laboratory and field work performed by students, staff, faculty and temporary employees of the Department of Fisheries and Wildlife. The Department is committed to maintaining a safe and healthful

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work environment. Each individual participating in Departmental activities will share the responsibility for working in a safe and conscientious manner and shall follow the recommended policies at all times.

CPR and First Aid Training

The Department highly recommends that individuals performing laboratory or field work be trained and certified in cardiopulmonary resuscitation (CPR) and First Aid. It is highly recommended that at least one individual per field location (preferably two) be certified. Multiple training options are available, including in-person, online, and hybrid courses. The Michigan Department of Education maintains a [list of approved course providers](#). The training is typically paid for by the individual or by the PI of the research project (check with the PI prior to registration for available funding). To maintain certification, a refresher course is needed every two years.

Chemical, Biological, Hazardous and/or Radioactive Materials Safety

This section applies to all individuals in the Fisheries and Wildlife Department performing work in a laboratory area or field site where **chemical, biological, hazardous, and/or radioactive materials** are used or stored. All Principal Investigators who have a laboratory or field site containing any of the materials listed above are responsible for making sure that all individuals associated with their project adhere to all university regulations regarding the use, storage, and disposal of all materials. Please refer to the MSU [Environmental Health & Safety \(EHS\) website](#) for detailed information on [chemical](#), [biological](#), [hazardous](#) and [radioactive](#) materials safety. In addition, they are responsible for making sure that they and any individual (regardless of rank) working in their laboratory or field site have taken all required trainings as indicated on the EHS website. It is important to note that most EHS trainings are required on an annual basis for all individuals working in a laboratory area or field site where chemical, biological, hazardous and/or radioactive materials are used or stored. Questions regarding Department safety and requirements may also be directed to the FW Department EHS Officer. Labs are inspected for compliance by EHS annually and any deficiencies found will need to be addressed by the PI.

University Vehicle Safety

It is the policy of the Department that all University vehicles be used for University business only; there is to be no personal use of University vehicles. Every occupant of the vehicle (university employee or non-employee) must be related to the business purpose for the trip. Any individual operating a University vehicle must have a valid driver's license and update their Driver Certification form annually. Forms are available in the Departmental Office (NR 13). **Operators and all occupants must be authorized to use the vehicle under an appropriate pre-trip or blanket authorization.** Further, vehicles must be operated legally and in a manner, which does not detract from the public image of the University. Proof of insurance and registration should be stored in the glove box, and the vehicle should have a current University Accident kit. It is the responsibility of the vehicle operator to verify that proof

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of insurance and registration are in the vehicle prior to travel. If either document is missing, please go to NR 13 for assistance.

Before traveling in a University vehicle, all individuals should familiarize themselves with the forms and procedures to follow in the case of an accident. An accident form is located in the glove box of each vehicle. In all cases of accident or medical emergency during authorized Departmental travel, the traveler must immediately report the incident to the Police Department in the enforcement jurisdiction.

Students should notify their major professor as soon as possible in the event of an accident, mechanical problems or medical emergency. If the major professor cannot be reached, the individual should contact the Department Chairperson. Phone **and** e-mail contact should be made.

Notify the Office of Risk Management (517.355.5022) on the day of an accident or as soon as possible. The driver of the vehicle must fill out the "[MSU Automobile Accident Report](#)" found in the glove box of the vehicle. This report must be sent to the Office of Risk Management. Drivers involved in accidents should obtain the name, address and telephone number of insurance companies or agents covering the other vehicles involved.

Any traffic violations received while on Department business are the responsibility of the individual operating the vehicle. **Traffic violations (including parking tickets) should be reported directly and immediately to the Department Chairperson.**

University policy strictly prohibits transporting individuals not authorized to travel in a University vehicle while on Department business or in a Department vehicle.

Firearm Policy

NO firearms (including tranquilizer dart guns) are to be used in department-related field research without prior discussion with the Department Chairperson. The Chairperson will coordinate with Michigan State University Police to ensure that all policies and procedures are followed regarding the storage, transportation and use of the firearm.

Field Safety

It is the policy of the Department that all individuals will perform fieldwork in a safe fashion. Further, the Department recommends that no individual be in the field alone at any time unless required by the research activity (e.g. bird surveys). In this case, the individual should have an operational cell phone with them at all times. If cell service is unavailable in the field location, a backup plan for communication (such as an 800 MHz radio) should be available. In addition, it is imperative that someone who is not with you in the field (graduate advisor, Department Chair, or lab member) knows your location and timeline of fieldwork. In addition, you should check in with this same person when you have safely returned from the field.

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All individuals performing fieldwork must familiarize themselves with the natural hazards they may face (e.g., dangerous animals, potential disease vectors, insect-borne diseases) and appropriate responses to such hazards. Suitable personal protective equipment, including insect protection (repellent, netting, etc.), should be worn at all times. They should also familiarize themselves with the closest human community to the area where their fieldwork is located, as well as locations of the nearest hospital, police department or other emergency center.

The Department recommends that all individuals involved in fieldwork familiarize themselves with potential weather-related hazards and all EHS requirements and guidelines on chemical and biohazardous materials they are going to be potentially exposed to.

Boat Safety

The Department requires that individuals operating small boats (including canoes) for research abide by state and federal boating regulations. Boat operators should be cognizant of boat operation, boating regulations and safety, and boat towing. Michigan regulation requires that personal flotation devices (PFDs) be readily accessible for all personnel on-board. FW recommends that the PFDs be worn at all times. For boats 16 feet or longer, one USCG–approved Type IV PFD (throw able device as a ring buoy or cushion) must be on board and be readily accessible.

Boat registration – All boats larger than 16 feet must be registered with the Secretary of State Office and have a validation decal and title. This process is the responsibility of the project PI. The decal should be displayed on both sides of the boat three inches beyond the last letter of the assigned number. Registration is valid for three years and expires on March 31 of the third year. Watercrafts may be [renewed online](#). Non-motorized canoes, kayaks and boats less than 16 feet are exempt from registering with the State. A copy of the registration should be submitted to the Department Bookkeeper by the PI. A copy of the registration should also be kept in the boat in a waterproof bag.

Please remember that all boats used in the Department of Fisheries and Wildlife MUST have current registration information filed in NR 13 by the PI. Below is a list of required information. A form can be obtained from the main office secretary. Keys to Boat Barn can be obtained from NR 13.

1. Watercraft Registration Number (MC #)
2. Make
3. Length (ft. in.)
4. Description
5. Hull I.D. #
6. MSU I.D. #
7. Faculty responsible for watercraft
8. Storage location
9. Registration expiration

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Boat trailers – A state license plate can be obtained for boat trailers through MSU’s [Transportation Services](#). The project PI should take the title for the trailer and bill of sale to the Motor Pool office. They will then register your trailer and provide a vehicle number. License plates can be picked up at the Service Garage. Calling ahead of time (517.353.5280) to ensure appropriate personnel are in the office and to check paperwork requirements is recommended. License plate should be properly secured on the trailer.

Research boats should be equipped with all required gear (e.g., navigation lights, horns) and safety equipment (e.g., personal flotation devices, fire extinguisher, flares) according to state regulations. These regulations vary according to boat length. Regulations for state and federal navigable waters can be acquired at:

- [Michigan Department of Natural Resources](#)
- [Michigan Boating Guide](#)
- [Boating in Michigan](#)
- [United States Coast Guard](#)

The following equipment may prove useful on-board depending on the situation: electronic equipment, oars, dock or mooring lines, anchor, extra fuel in approved container, tool kit, hand held radio, boat ladder, foul weather gear, compass or GPS, spot lights, batteries, first aid kit, boat log, navigation charts, distress signals, sea sickness remedies, change of clothes. Survival suits are recommended for all occupants of Great Lakes research vessels 18 ft. or larger.

All boat operators should be aware of all federal, state and/or local boating laws and experienced in boat handling, basic seamanship, and boat trailering and towing. Federal and state boating laws can be found at the websites provided above for the Michigan DNR, Michigan Boating Guide, Boating in Michigan and US Coast Guard.

All inland boat operators are recommended to read the *Michigan Boating Basics: a Guide to Responsible Boating* (<http://www.boat-ed.com/michigan/handbook/>). It is also suggested that all inland boat operators view the United States Power Squadron’s Boating Course video and review Session 1, Session 2, Session 3 (inland boating), Session 4 (engine trouble shooting), and Session 6 (trailer boating) in the U.S. Power Squadron workbook.

Great Lakes boat operators should be trained in the following: basic navigation, piloting, navigational chart use, aids to navigation, marine radio usage. All individuals operating on the Great Lakes with a vessel 18 ft. or larger should complete the [United States Power Squadron Boating Course](#).

Signals and lights should be working properly. LED signal lights are preferred over halogen lights on trailers because they are more durable, last longer, and fail less frequently.

Individuals are highly encouraged to practice towing and backing their boat on campus prior to heading to field sites. A few important considerations when towing include: do not exceed the maximum towing

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capacity for the trailer, ball and hitch setup, or towing vehicle; check that trailer safety chains are attached, trailer lights function properly, wheel bearings have sufficient grease, trailer tires are inflated, and there is a spare tire; secure boat with safety straps, secure engine with transom saver or transom lock, and lower radio antennas.

Motorcycle, Off-road Vehicle (ORV), and Snowmobile Safety

It is the policy of the Department that individuals operating or riding on motorcycles, ORV's or snowmobiles wear Department of Transportation approved motorcycle helmets and protective eyewear or goggles. Individuals operating motorcycles, ORV's, or snowmobiles while performing Departmental activities must have a valid driver's license (a special license is required for motorcycle use). All headlights and tail lights must be in working order and on at all times during operation.

Motorcycles operated in Michigan must be registered with the [Secretary of State](#) and must display a current license plate. Operators must have completed the necessary safety training and possess a valid motorcycle license.

Titles for ORV's must be obtained through the Secretary of State and ORV's used on public land must display an [annual decal](#) purchased through the Michigan DNR. Additional [ORV safety information](#) can be found on the Michigan DNR website.

Snowmobiles operated in Michigan must be registered with the [Secretary of State](#). Snowmobiles are registered for a three-year period. Registration decals must be displayed on the forward half of the snowmobile. Snowmobile trail permit stickers, which are valid for one year, must be purchased. Permits are available from the Secretary of State and must be permanently affixed to the forward half of the snowmobile. Individuals required to operate a snowmobile as part of their research are encouraged to attend a [snowmobile safety training course](#).

SCUBA Safety

MSU is not an AAUS affiliate and, therefore, does not support the use of SCUBA for scientific research. Any SCUBA needed for research must be conducted through an organization other than MSU.

Electrofishing Safety

Electrofishing is an inherently hazardous activity: the electrical energy used in electrofishing is sufficient to cause electrocution. Thus, it is the policy of the Department that all individuals using electrofishing for Departmental activities make safety their primary concern. The PI will ensure that all individuals involved in electrofishing are familiar with the safe use of electrofishing gear being operated and with the risks involved in using this technique and have taken all the relevant safety training. All individuals

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will be instructed on how to respond if someone falls in the water while electrofishing is in progress. Individuals with a pacemaker or similar device should **NOT** be involved in electrofishing.

Prior to the field season, anyone planning to use electrofishing as a sampling tool is required to review the chapter on electrofishing in *Fisheries Techniques*, by Murphy and Willis 1996 or *Fisheries Techniques*, 3rd Edition, by Zale *et al.* 2012.

Field personnel using electrofishing are required to be certified in CPR, which is enforced by the project PI. Any exposure of the skin to water while electrofishing may result in an electrical shock that may stop the heart. Knowledge of a nearby location housing a defibrillator is recommended (portable ones are available through EHS). Shoes with rubber soles (rubber boots or waders are recommended, as is waterproof clothing) should be worn at all times and checked for leaks prior to electrofishing. Insulated rubber gloves should be worn by all personnel (netters and probe handlers) involved in electrofishing. At the field site, personnel should never electrofish alone. All members of an electrofishing crew should understand the electrofishing equipment being used (including location and use of kill switches), the safe use of the equipment, and what to do if someone falls in or feels the electric current. Make sure that one person has control of the power source.

Communication between crew leader (usually the boat driver) and crew is crucial to electrofishing safety. Generators on-board electrofishing boats are loud, and thus the crew leader should give short, simple commands and notices that crew members can hear, for example, 'Power is on', 'Dippers ready?', 'Step on pedal'. Similarly, dippers should give similar notices to the driver, as they can often see obstructions that the driver cannot. Dippers should turn completely around to alert the driver of any obstruction or safety concern. Notices from the dippers should be short and clear, e.g. 'Log', 'Rock', or other short remark.

When using backpack shockers, use sealed batteries that are the correct voltage for the unit being used. When charging batteries, be careful to follow instructions for the batteries and the chargers.

Make a checklist of all required equipment before loading the truck and heading into the field. The checklist should include: electrofishing unit; generator or batteries; probes; insulated gloves; fiberglass handled nets—rubberized if possible; approved gasoline container; first aid kit; fire extinguisher (ABC type); aerator, anesthetic (MS-222 or other approved by IACUC), tool kit, including necessary tools for minor equipment repairs.

Further reading about electrofishing safety can be found in the [USGS Occupational Safety and Health Program Requirements Handbook](#).

Reporting Injuries/Worker's Compensation

Workers' Compensation procedures at Michigan State University suggest that all work-related injuries, even those of seemingly minor nature like a scratched finger or a bumped knee, should be officially reported. Sometimes the so-called minor injury develops into a serious, complicated condition. This

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includes any work-related injury or illness which requires a physician's attention and/or caused absence from work.

In the event of an on-the-job injury, the injured party should obtain medical attention (as needed) and notify their immediate supervisor of the incident as soon as possible. The immediate supervisor should then immediately notify MSU Human Resources of the incident. A [Report of Claimed Occupational Injury or Illness](#) must be filed with Human Resources within 24 hours of the injury or illness. Detailed information on Workers' Compensation procedures can be found on the [MSU Human Resources website](#).