

BROOKHAVEN NATIONAL LABORATORY

SBMS Interim Procedure

Interim Procedure Number: 2002-002

Revision: 0

Title: Funding Strategic Hires With Other-Than-Programmatic-Funds

Point of Contact: R. Melucci

Management System: Financial Management System

Effective Date: February 26, 2002

Expiration Date: December 31, 2004

Approved by (line management, Management System Steward): Brian Sack

Approved by (Deputy Director, Operations): Thomas R. Sheridan

Applicability: All BNL management, staff, guests, and visitors

Procedure:

To facilitate the needs and obligations related to strategic new hires at the Laboratory, the following process must be used whenever there is a commitment for other-than-programmatic-funds as part of an offer to a new hire.

It is a BNL requirement that no commitment of other-than-programmatic-funds will be made to any strategic candidate without prior approval through this process.

- The Laboratory Director, Deputy Director for Science and Technology, and/or Associate Laboratory Director (ALD) prepare the offer letter or memorandum and a supporting budget using the Strategic Initiatives/New Hire Funding Approval form, which lists the elements of the offer and the proposed funding sources. Funding commitments should be identified by type of funds (research, program development, Laboratory Directed Research and Development [LDRD], capital, or facilities) and the likely time phasing by fiscal year. The proposed source of those funds should be indicated on the documentation transmitted to the Budget Office, if possible.
- The draft offer letter or memorandum and budget are routed to the Budget Office.
- The Budget Office validates the availability of the funds from the respective sources:

- LDRD - L. Newman/K. Fox
 - Program Development - L. Newman/K. Fox
 - Royalty – P. Bogosian
 - Lab Refurbishments (Special Maintenance)- M. Bebon
 - Lab Renovation (GPP) - M. Bebon
 - Capital Equip. –ALD and R. Melucci
 - Department funds - Department Administrator
- The Budget Office keeps track of new starts and strategic initiative funding commitments compared to planning assumptions for likely funding levels in future fiscal years. No commitment of funds for strategic initiatives and new starts is valid without approval by the Budget Office and inclusion on this list.
 - The Budget Office notifies the Laboratory Director, Deputy Director for S&T, and/or Associate Laboratory Director of the actual availability of funds and then obtains approval.
 - The Budget Office notifies the respective sources that are obligated to provide funding.