

ICES INFORMATION MANUAL

Carnegie Mellon University

Last Modified Date

March 29, 2007

This manual is intended to summarize policies and to outline procedures that faculty, staff, students and visitors might need to know during their stay at the Institute for Complex Engineered Systems. The official Carnegie Mellon University policies are available on the World Wide Web and in all cases those policies are considered to be the final word.

This website address for reference is: <http://www.cmu.edu/policies/>

The policies and procedures outlined in this manual are summarized for all employees of the Institute for Complex Engineered Systems. Some of these policies are for certain constituents only, and they are clearly defined.

If you have any questions about the policies outlined in this manual and/or procedures in general, please email us at Christina Cowan.

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SECTION I

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What is ICES?

The Institute for Complex Engineered Systems (ICES) is a strategic initiative for pursuing multidisciplinary research on complex systems both within the College of Engineering and across colleges at Carnegie Mellon University .

The ICES vision is “research which is based on the following themes: connecting people to people through information; connecting computers to computers; and connecting computers to the world.” ICES projects emphasize collaboration among industrial sponsors and ICES faculty and students to enhance and accomplish technology transition. Projects within ICES involve more than 160 faculty, staff, graduate and undergraduate students from seven different colleges within CMU.

Who to contact?

Gary Fedder

Director

Phone: 412-268-4343 or 412-268-5352

E-mail: fedder@ece.cmu.edu

Matt Sanfilippo

Executive Director of CenSCIR

Phone: 412-268-8859

E-mail: mattsanf@cmu.edu

Rhonda Moyer

Administrative & Financial Manager

Phone: 412-268-6410

E-mail: rm7q@andrew.cmu.edu

Alicia Brown

Special Projects Manager

Phone: 412-268-5227

Email: adbrown@andrew.cmu.edu

Christina Cowan

Assistant to the Director

Phone: 412-268-5352

Email: ccowan@andrew.cmu.edu

Tim Kelly

Graphic Designer

Phone: 412-268-2229

Email: tjkelly@andrew.cmu.edu

Charlie Matous

Computer Facilities Manager

Phone: 412-268-8887

Email: crm@andrew.cmu.edu

Jackie Henderson

Temporary Administrative Assistant

Phone: 412-268-3372

Email: [jhenders@andrew.cmu.edu](mailto:jhenderson@andrew.cmu.edu)

Yvonne Brewster

Financial Assistant

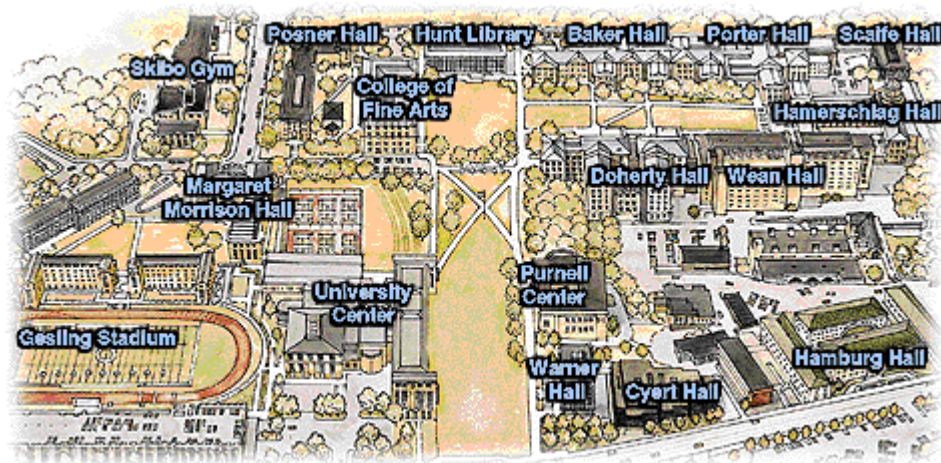
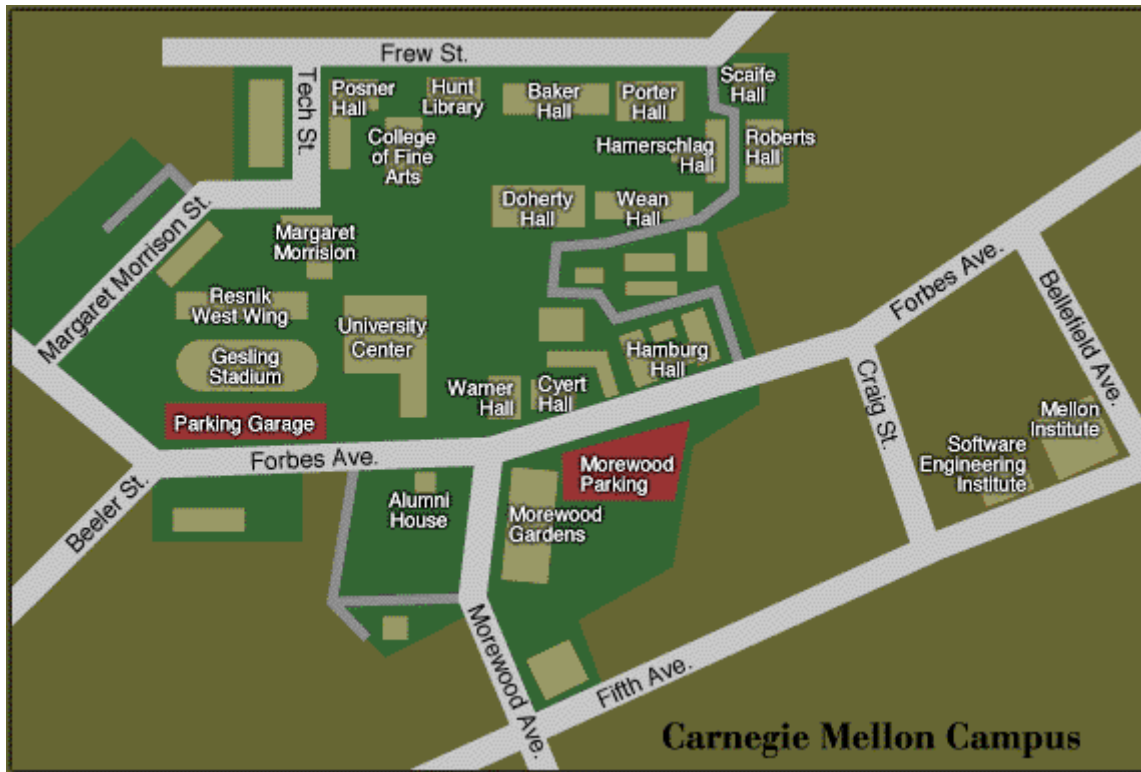
Phone: 412-268-1274

Email: brewster@andrew.cmu.edu

SECTION II

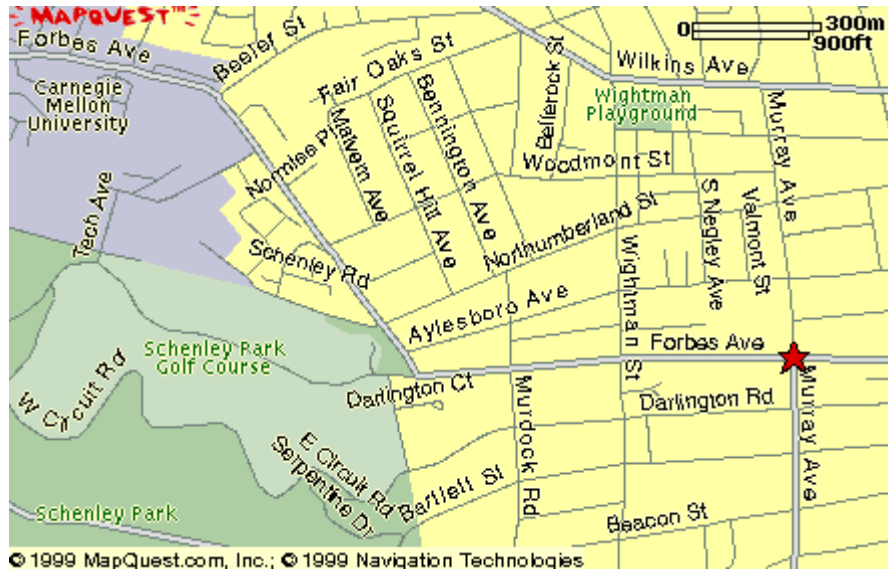
Maps

1. Carnegie Mellon University Campus



2. Squirrel Hill and Shadyside

Squirrel Hill (Groceries, movie theatres, banks, deli's and other shopping and eating on Murray and Forbes Avenues – take any 61 PAT bus up Forbes)

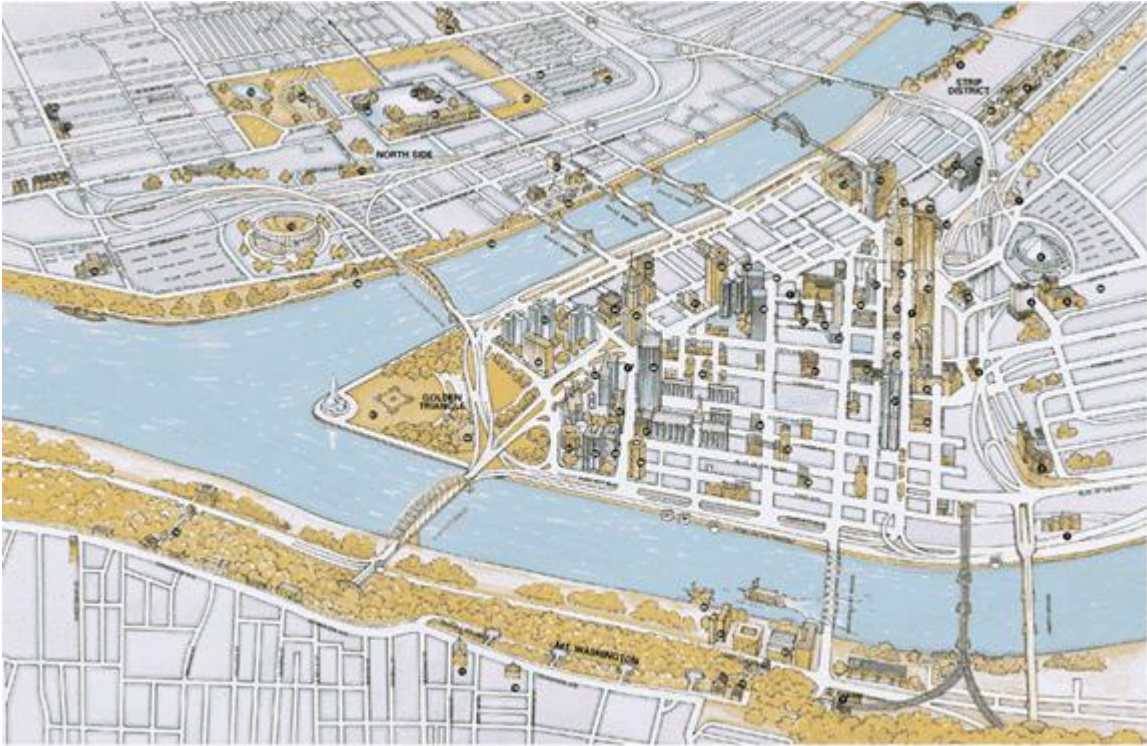


Shadyside (Restaurants and shopping along Walnut Street between S. Aiken and Negley)



3. Downtown Pittsburgh

(take any PAT 61 or 71 downtown along Forbes and Fifth Avenue where you'll find the downtown Kaufman's, Lazarus, and other shopping as well as Morton's Steakhouse and other restaurants. Pick up a downtown guide at the University Center or in the ICES main office if available)



4. Airport Public Transportation

Airport Transportation Service (412-471-8900) averages fares of \$12 for scheduled shuttle service. Yellow Cab (412-665-8100) picks up curbside -- average fare to downtown Pittsburgh is around \$30 but for more information, please refer to http://www.pghtrans.com/fareinfo_pgh.html. Port Authority Transit, (PAT), the bus system in Pittsburgh, will move you along downtown for around \$2. Please refer to <http://www.ridegold.com> for most up to date fare information. You may also take the bus line 28X, which boards at the lower level bus stop (and is wheelchair accessible.) from the airport.

PAT provides a bus for free with CMU ID from the airport's baggage claim/ground transportation level straight to Oakland where CMU is located. The 28X (bus number) picks up approximately every 20 minutes between the hours of 6:00 a.m. and midnight. You can pick-up a schedule at the ICES main office or at the University Center.

There is a large sign at the airport with the long-term parking buses for 28X pick-up times. The stop closest to campus is the final stop on the loop at Morewood Avenue and Forbes, right in front of the Morewood Parking lot. The 28X only picks up on the way to the airport (you cannot get off downtown) and only drops off on the way back to Oakland from the airport (you cannot get on the 28X downtown unless it is on its way to the

airport). To catch the 28X to the airport, just look for the PAT signs for the 28X all along Forbes and Fifth Avenues in Oakland. It often sits at the Morewood Stop for 10 minutes.

5. Local Transportation

Yellow Cab (number listed above) and other cab services are semi-reliable around campus, but you will have a better chance of getting to your desired destination in a timely manner by using the PAT buses. You can pick-up schedules for all of the routes at the University Center near the Information Desk. And, of course, walking is the best way to get anywhere in the CMU vicinity: Oakland, Shadyside and Squirrel Hill.

6. Visitor Parking on Campus

Visitor parking passes may be purchased from Parking Services upon a space-available basis. Spaces in the campus garage are \$8.00 per day. This amount can either be paid in cash or credit card. It can also be charged to an internal account number. To reserve a parking spot in the Carnegie Mellon campus garage, you must send an email request to the following address:

parking@andrew.cmu.edu

All requests must include a charge number, the name of the visitor and the estimated time of arrival. Parking requests should be made as soon as it is known that an outside visitor is coming to campus.

If a visitor is coming to campus and needs to purchase a parking spot upon arrival, passes for the Campus Garage can be obtained at the Parking Services Office, located on the first level of the garage.

The Campus Parking Garage is located on Forbes Avenue, near the intersection of Forbes and Beeler Street. Enter the parking garage from Forbes Avenue, at the entrance closest to Morewood Avenue. Guests should pull up to the gate on the right side of the building and push the button on the call box. Once the parking attendant responds, the visitor should give their name and let them know that they either have a parking pass reserved under their name or that they would like to purchase a parking pass.

In the event that parking is not available in the Campus Parking Garage, guests visiting ICES can park in the Carnegie Museum parking lot, located 1 block away on Forbes Avenue.

More information, including a copy of parking rules and regulations are available in the Parking Services Office and on the parking website: www.cmu.edu/parking.

SECTION III

General ICES Space and Office Information

1. Official CMU Holidays

The official observed Carnegie Mellon University holidays are as follows:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas
Christmas Day
Day before New Year's Day

For further information, please visit the Carnegie Mellon University Human Resources web site at <http://hr.web.cmu.edu>.

2. Mailing Address

The mailing address for ICES is:

Institute for Complex Engineered Systems
Carnegie Mellon University
1201 Hamburg Hall
5000 Forbes Avenue
Pittsburgh , PA 15213-3890
Phone: 412-268-3372
Fax: 412-268-5229

3. Main Offices

In Hamburg Hall, we occupy a section of the first and second floors. The main administrative offices, which house the Director, the Administrative & Financial Manager, the Special Projects Manager, the Executive Assistant to the Director, the Administrative Assistant and the Graphic Designer are located in 1201 Hamburg Hall. The Financial Assistant is also located on the first floor, in room 1214 Hamburg Hall. The office hours are 8:30-5:00, Monday-Friday. The Computer Facilities Manager's office is located on the second floor in office 2213 Hamburg Hall.

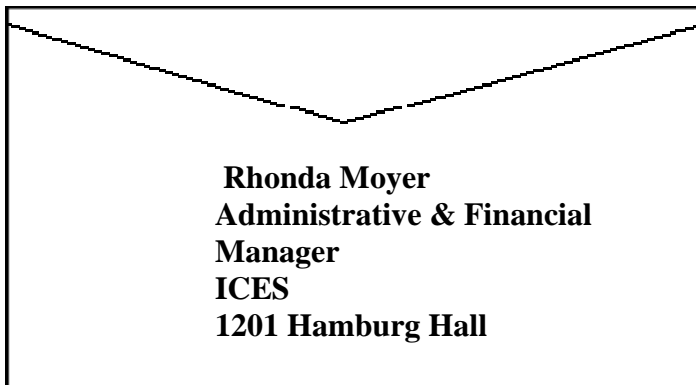
4. Mail

The faculty, staff and students of ICES have mailboxes assigned to them, which are located on the first floor of ICES near the kitchen. In addition, there are slots for campus mail, stamped mail and metered mail. The mail slots are as follows:

- Campus mail slot: used for outgoing intercampus mail, no stamp required.
- Stamped mail slot: used for personal and non-personal mail, stamps required.
- Metered mail slot: used for work related outgoing (both international and domestic) mail, requires a postage requisition form with an account number for the charge of the postage. Please see the administrative assistant for more information on the forms

When sending things through campus mail, please include name, department, campus hall or building and room number. This will insure prompt delivery.

Example:



In addition to the mailboxes available in the building, there is a US postal drop box located in front of Hamburg Hall, next to the bus stop.

5. Kitchen

There are two kitchens in ICES. The downstairs kitchen is in room 1204 Hamburg Hall and the upstairs in room 2225 Hamburg Hall. The main coffee maker is on the first floor kitchen. The refrigerator and microwave are for everyone's use and regular cleanups occur. It is everyone's responsibility to clean out their personal belongings from the refrigerator on a weekly basis and to clean the microwave after its use.

- Coffee and Tea in the Kitchen:

ICES has a coffee service that provides coffee and assorted teas to the staff. There is a \$4.00 monthly fee to buy membership in the coffee club to offset the cost. Only those items that are regularly stocked are included in the service. The special project manager sends out a reminder for the fee and non-members must pay per coffee serving, which is presently \$.25 per cup.

6. Conference Rooms

There are three conference rooms for ICES use. One on the first floor of Hamburg Hall, 1201, and two on the second floor, Hamburg Hall 2222 and 2224 respectively. The first floor's conference room is usually reserved for industry and general meetings. Because of the desire to keep it in good condition, we discourage classes in conference room 1202. In addition, a projector as well as audiovisual equipment in 1202 has required a deadbolt plus security alarms. Because the deadbolt key has been issued to only the immediate administrative staff, please see the administrative assistant for sign up and access. At all times this door is to remain locked. Upstairs in 2224 is where most classes are held with the provision that if the room is rearranged for any reason, it is put in the original condition after the class ends. Conference room 2222 is the smallest of all the conference rooms. The administrative assistant makes all reservations for the three conference rooms. For outside offices requesting the use of the ICES conference rooms, all requests should be made via email to ICESrooms@cs.cmu.edu.

7. Laptop Projector

There is presently a lap top projector in conference room 1201. This projector is for use during meetings and presentations for the ICES faculty and staff. The projector is to remain in the conference room at all times and is currently alarmed. Instructions on its use are located in the conference room as well as in the administrative offices. If you have any questions, please see the administrative assistant.

8. Copy Rooms

There is one copier for use in ICES, located in room 1206 on the first floor. It requires the user to enter a copy code before any copies can be made. Please see section XII section F on more details on copy code use. There is a second copy machine located in the west wing on the second floor; however, it is currently broken and not available for use. In the 1206 copy room, network printers are available for use. Please see sections XVI (a) for information on the use of the available printers.

9. Supplies

ICES provides basic supplies for the Institute's employees which are kept in the supply closet in the 1201 administrative area. All supplies are for general use only, and a log is kept on the supply closet door to keep track of their use. These basic items such as pencils, pens, and paper are gratis and need not have an account number for use. However, because of the cost of their purchase and the frequent use, transparencies for printers are considered a special item and need to be signed out in the administrative coordinator's office. They also require an account number to redeem.

10. Ordering

Our preferred office supplies vendor is Allied, and we order from them via their website. If a special item is needed, please see the administrative assistant with an account number for the item. Turnaround is usually in one or two days.

11. Facilities Management Service (FMS)

Carnegie Mellon University has a "Facilities Management Service" (FMS) which is a department that does all maintenance, moving and construction within the university. This department is responsible for all maintenance that is general in nature to the building and main areas within ICES. The items that are covered are air conditioning (not individual units), kitchen area, lights and heating. Special items such as installing a computer tray or fixing an individual air conditioning unit are not covered as part of their regular maintenance areas. In order to place a request either for a covered maintenance item or for a non-covered item, please see Christina Cowan to set up the job. For the non-covered items, please provide an unrestricted account number to finance the job. Most jobs that are not an emergency in nature take approximately one week to complete.

12. IDs

As a member of ICES, you will be issued a CMU ID. Upon your initial meeting with the Administrative & Financial Manager, a memo will be issued allowing you to obtain the ID at the HUB in Warner Hall. Lost IDs can be replaced at a cost of \$10.

13. Phones

All ICES offices are equipped with telephones. All staff and researchers have long distance capability. All graduate student telephones have limited access to long distance calls. Any phones with limited access to long distance can gain access to long distance with use of an authorization code (see 13.2).

The ICES infrastructure covers all basic telephone costs including up to \$5.00 per month in long distance charges.

13.1 Dialing Out:

To dial phone extensions on campus, you must dial an 8 + the four digit extension. To dial phone numbers off campus, you must dial a 9 + (area code) + the seven digit number.

13.2 Long Distance Phone Charges and Using Authorization Codes:

Whenever possible, all long distance phone charges should be allocated to the appropriate oracle string when making project-related long distance calls. This function is available via the use of authorization codes where the caller dials "122" followed by an 8-digit authorization number. Once the authorization number has been punched in, the phone number should then be dialed as normal. (i.e. 9 + area code + seven digit string).

If you do not request an authorization code and you routinely make long distance calls for specific projects, you will be required to allocate the charges on paper each month. Changes unable to be allocated and personal calls totaling over \$5 per month will require payment by check made out to "Carnegie Mellon".

To receive your authorization codes, please send email your request(s) to Yvonne Brewster at brewster@andrew.cmu.edu or call 8 x 1274. Include the charge number(s) and the name(s) associated with each code requested. The name you provide will print out on the space.

Telephone Charges Report each month. Calls made under that particular authorization code will be detailed.

13.3 Telephone requests:

(Changing Phone Service, Conference Calling, Reporting Trouble, Voice Mail)

All telephone requests must go through your campus telecom administrator. The telecom administrator for ICES is Yvonne Brewster. You may reach her via email at brewster@andrew.cmu.edu or by calling 8x1274. The Carnegie Mellon Telecom office

will not grant any requests that are not submitted through your department telecom administrator.

Additional information can be obtained by visiting Telecom's website at <http://www.telecom.cc.cmu.edu/>

14. Copiers

As mentioned in the above Copy Rooms section, you must have an assigned copy code to use either copy machine, although only the one 1206 is currently working. To obtain a copy code, please contact Jackie Henderson at 8x3372 or via email at [jhenders@andrew.cmu.edu](mailto:jhenderson@andrew.cmu.edu).

15. Fax Use

The ICES Administrative office, located in 1201 Hamburg Hall, has a public fax machine available for any member of ICES to use. However, the fax machine is only accessible between the hours of 8:30am and 5:00pm, Monday through Friday. Although this machine does not require an authorization code for use, all users are required to record each call on the sign-out sheet posted above the machine. The second public fax machine is located in 1206 Hamburg Hall and is accessible at all times. This machine does require an authorization code for use.

If you would like to receive faxes at ICES, the fax numbers are:

- 1201 Hamburg Hall: (412) 268-5229 – All incoming faxes are held in the Administrative Office in the incoming fax bins according to last name.
- 1206 Hamburg Hall: (412) 268-6921 – It is the responsibility of the sender or receiver to monitor the incoming faxes.

It is the responsibility of each institute member to regularly check the status of their faxes.

16. ICES Key Policy

All keys are to be signed out and returned through the Assistant to the Director in 1201E.

All Undergraduate/Graduate students will be charged a \$20.00 deposit for each key signed out through ICES. The deposits will be returned upon the student returning the key(s).

If keys are assigned to a group of students taking an ICES-related class, all faculty are responsible for having their students turn in keys at semester's end. If keys need to be reordered for the same class the following semester, the faculty will be responsible for the expense.

Because of security issues, all keys are to be used only by those individuals who signed the key out. Lending the key to others for after-hours purposes can result in a loss of key privileges.

Replacement for lost keys will require an additional \$10.00 deposit.

Except for the administrative area keys, all ICES keys also open common areas. (i.e. the 2 conference rooms, the copy room, the main doors into ICES). The exception to this rule is the conference room in 1202, which has a deadbolt. This deadbolt key, due to security and theft issues, has only been distributed to the immediate ICES administrative staff. This conference room is available between the hours of 8:30-5:00 Monday-Friday. Please see the administrative assistant for more information and optional arrangements.

PERSONEL POLICY

· Administrative Staff

The administrative staff includes the Director, Administrative & Financial Manager, Special Projects Manager, Computer Facilities Manager, Administrative Assistant, Graphic Designer and Financial Assistant. These ICES members will have access to all ICES master keys. The master keys are for access to the 1 st and 2 nd floor of the westwing of Hamburg which constitutes ICES.

· Directors Committee

1201E has been made available to the faculty on the Directors' Committee and ICES Research Faculty who do not have a regular office in Hamburg Hall. This access includes the main administrative door, 1201E and the supply closet.

· Faculty

ICES Faculty who hold an office in Hamburg Hall has access to their respective offices, graduate offices and labs as deemed necessary.

· Graduate Students

Graduate Students have access to their appointed rooms and any ICES labs located in Hamburg and deemed necessary by their advisor. A refundable \$20.00 deposit will be charged for each key signed out.

· Guest Keys

Guest keys to the central administrative area can be signed out by ICES Faculty on a nightly and or weekend basis as needed. Prior approval may be needed and is dependent on each situation. Keys must be signed out through the assistant to the director and returned the following morning for overnight borrowing or the following Monday for weekend borrowing.

· ICES Researchers

ICES Researchers who hold an office in Hamburg Hall have access to their respective offices and graduate offices and labs as deemed necessary.

· Undergraduates

Undergraduates taking an ICES course or working on an ICES project may have access to the main doors to allow entrance to common areas and to ICES labs as deemed necessary by their ICES advisor. A refundable \$20 deposit will be charged for each key. The only exception will be Hamburg 1216 and 2200 which are both card reader systems.

17. Shipping Methods

UPS: All shipments must be set up via the UPS Internet Shipping site at UPS.com (www.ups.com). In addition, UPS is the preferred vendor, and with limited exception, is the only vendor that should be utilized for express document delivery services. The policy for UPS is as follows:

- If you need something shipped overnight, please give it to the Administrative Assistant before 3:00pm . Please also provide an account number for billing. It will not be sent without a valid number. If it is a large box or package that will not fit in the UPS drop box downstairs, please make arrangements sooner than 3:00pm for a physical pickup by a delivery person.
- Once the administrative assistant goes online to prepare the electronic application, the sendee is responsible for putting it in the box located at the bottom floor of Hamburg Hall near the Heinz School .
- If after the administrative offices close at 5:00 and there needs to be a UPS package sent, the individual is responsible for signing on to the UPS website and making an airbill themselves. Please note the instructions that follow on how to log onto the UPS Website. The reference numbers will be the new ORACLE account numbers.

Federal Express: As stated, because UPS is the preferred vendor for overnight delivery and there is a drop-off box for UPS, special arrangements must be made for Federal

Express. Please see the administrative assistant for help in preparing a Federal Express Package. Any packages, whether UPS or Federal Express have a 3:00pm cut off time.

18. Space Allocation

The space at ICES is allocated by the Director of the Institute. A request by email is submitted either directly to the Director or to the Director's Assistant. It is the job of the Director of the Institute to oversee the assignment of space, either office or lab, taking into account current and future needs. The Director tries to accommodate and respond to the needs of faculty and to the needs of projects as much as possible while maintaining flexibility internally.

SECTION IV

General Hiring Information

1. Faculty Hiring Policies and Procedures

Offer

Staff and Research Faculty will initially receive 2 copies of the offer letter to review, sign and return. Also included will be a copy of the Intellectual Property Agreement, which is a requirement of the Carnegie Mellon's Technology Transfer. This policy can also be located at <http://www.cmu.edu/policies/documents/IntellProp.html>, and will need to be reviewed and signed.

Once the letter has been signed and returned an initial meeting with the ICES Administrative & Financial Manager needs to be set up. Currently this is:

Rhonda Moyer, 412-268-6410
1201 Hamburg Hall

During this time, the following items will be discussed and completed:

- I-9 Form – Payroll
- Employee Information Sheet
- Computer Accounts (Andrew and CS)
- Office Computers
- Benefits
- Key/Office

- Copy Code – Given out by Administrative Assistant
- Parking – if needed
- Phones
- Ids (benefits)- memo given
- Overview of ICES Facilities
- Directory
- 2-page Information Guide
- Introduction to Staff
- Facilities (copy room, kitchen, conference room, supply room, office)

2. Regulation for J-1 Visitors:

Many foreign visitors at ICES are in the US as J-1 researcher/professors or as H1B employees. In some cases, employees are Carnegie Mellon students and, in other cases, employees are from other US institutions.

1. New SEVIS DS-2019 documents

During the Spring 2003 term, OIE distributed new SEVIS-generated DS-2019 documents to all current J-1 scholars and their J-2 dependants (if any).

2. New INS reporting requirements.

The SEVIS regulations require all US universities to electronically report information regarding foreign scholars in J status. Such information includes change of address, change of name, program beginning and program end. "Events" such as transfers and extensions will also be communicated to the INS as required. The institution (not the scholar) has responsibility for this reporting. Scholar responsibilities include maintenance of status, regular updating of address and legal name change information to Payroll (if paid by CMU) and to OIE.

All scholars must report current address to OIE, as well as to the INS via form AR-11 within 10 days of moving. If you have not already reported your current address to the INS on AR-11, do so now without delay. Spouses and dependant children should also complete this form with the current address and send to the INS.

AR-11 form is available at the INS website:

<http://www.uscis.gov/graphics/formsfee/forms/ar-11.htm>

The new legislation clearly states that failure by scholars and their dependant family members to report changes of address will result in the loss of legal non-immigrant status in the US .

1. Change in some routine procedures.

Many routine OIE and INS procedures will be modified slightly to accommodate

the new regulations. For instance, requests for signatures will be submitted electronically to the INS and INS responses will be electronically received and printed prior to signature from the OIE advisor.

For Visa and Immigration classifications, please visit <http://uscis.gov/graphics/services/visas.htm> for more information.

3. Research Staff Policies and Procedures:

Please visit <http://www.cmu.edu/policies/documents/ResearchFac.html> for more information on Research Staff Policies.

4. Support Staff Policies and Procedures:

Paid Time Off

As outlined in Organization Announcement No. 323, Paid Time off (PTO) days may be used for vacation, personal time, illness or time off to care for dependents. PTO must be scheduled **in advance** and **approved by your supervisor(s)**, except in cases of illness or emergency.

Back-up Staff

For each support staff member a back up has been identified to help in emergency situations when no temporary services person has been arranged in advance.

In case of illness or emergency the employee should contact the assigned back-up. The back-up will then:

- notify the appropriate faculty members,
- determine what that day's needs are.

In the event that the back-up is also unavailable notify the Administrative & Financial Manager.

Overtime and Compensatory Pay

At times a staff member's workload may be temporarily excessive due to special projects and needs that arise, i.e., conferences, seminars, and editorships. Federal law requires that extra hours worked during a week be compensated by taking compensatory time during

the same week or by overtime pay. All non-exempt administrative staff overtime must be approved first by the Administrative & Financial Manager or Director.

Time Cards

Monthly time cards for non-exempt staff employees should be submitted to the Administrative & Financial Manager.

Section V

Travel

ICES Faculty and Researchers can use the assistance of the Administrative Assistant to make business travel plans. If you are a graduate student, you must go to your home department for travel assistance. Even though the billing account number used for travel may be an ICES account number, graduate students are not part of our accounting system. If you are staff or an undergraduate, you are responsible for your own travel arrangements. Below are some helpful guidelines to assist in travel arrangements.

1. Approval

All travelers should obtain the necessary approvals before a business trip is planned. This would entail making sure that travel is an approved budget line if a sponsored project account number will be charged. All foreign travel should be an approved budget line and in the award's terms or conditions. If it is not, the PI may need to obtain prior approval from the sponsor.

2. Reservations for Travel

Make your travel arrangements with your preferred agency. The University has identified several travel agencies that can bill CMU directly if the Request for Transportation Tickets form is completed. This form is available either in the administrative offices or online at the CMU website. The authorized travel agencies are:

American Express	268-6167
Forbes Travel	321-9700
Gateway Travel	661-2600
People's Travel	621-0799

Other travel agencies or online ticket purchasing can be used. You may pay for your tickets on your personal credit card, but may not be compensated for the reimbursement, until the trip has been taken..

3. Foreign Travel

Foreign Business trips being paid for by research money must have prior approval before plans are made. A Request for Foreign Travel form can be picked up in the Administrative Office. You are required to provide location, account, reason and dates of travel. The form will then be routed around to the Office of Sponsored Research (OSR) and the Provost.

4. Reimbursements for Travel Expenses

CMU reimburses travelers for the actual, reasonable cost of trips. If your expenses for meals and incidental expenses in a single day amount to \$30 or less, no receipts are required for reimbursement. If your expenses for meals and incidental expenses in a single day exceed \$30, include all original meal receipts for that day. For more information, see Carnegie Mellon's Policy on [Payment and Reimbursement for Meals while Traveling](#).

Personal entertainment expenses and in-room movies cannot be reimbursed. In addition, alcoholic beverages cannot be charged to a federal contract. If a hotel bill indicates "bar" (even if it was just a bag of chips) CMU will not reimburse the expense on a federal contract. These expenses can be charged to any non-federal money, and must be justifiable.

4.1 Lodging:

Reservations should be made and a hotel deposit may be required in which a traveler will have to use his/her own credit card. Tartan Trust Cards are in no way allowed to support any travel expenses. You may submit the itemized bill with your other receipts upon returning from your trip.

4.2 Car Travel:

Personal Car Arrangements

Long distance travel by car is discouraged, since it may increase travel time and may cause travel fatigue which could result in an accident. University insurance does not cover personal cars. Be sure that you have at least:

\$50,000 per person in liability coverage

\$100,000 per accident in liability coverage

\$20,000 in property damage insurance

Record your mileage on the expense report and you will be reimbursed at \$0.44/mile. (mileage rate of 2006). If your car must be repaired while traveling, you must pay for the repair. The university does not reimburse you for car repairs that are made during university-related travel. If you have an accident while traveling, contact your insurance company. You must also report the accident to the University Insurance Officer (x8.2100).

4.3 Using a Rental Car on a Trip

Long distance travel by car is discouraged, since it may increase travel time and may cause travel fatigue which could result in an accident. You will need a major credit card and a valid driver's license to rent a car. The university provides a Business Auto Liability Policy which covers rental cars. The policy applies to all employees of the university using rental cars for business in the U.S. You will need to obtain a CMU insurance identification card from your Business Office which should be used when/if accidents occur. Employees should pay for the damages to rental cars on their credit card and submit the original receipt to the CMU Insurance Officer (x8.2100) upon return to campus.

4.4 Types of Car Rental Insurance to Accept

	CMU Employee		Non-CMU employee
	renting within the U.S.	renting outside U.S.	
Loss Damage Waiver / Collision Damage Waiver (LDW/CDW)	Do not accept	Accept	Optional
Liability Insurance Supplement / Additional Insurance Accident (LIS/ALI)	Do not accept	Accept	Optional
Personal Accident Insurance (PAI)	Do not accept	Do not accept	Optional
Personal Effects Coverage / Effect	Optional	Optional	Optional

Protection (PEC/EP)

5. What CMU Will and Will Not Reimburse

Allowed

- business related phone charges
- conference registration fees
- expenses for entertaining people you are doing business with on a trip
- supplies such as workbooks, conference directories, etc. needed for event

Allowed, but needing special accounting treatment for selected expenses

(For more information, visit:

<http://www.cmu.edu/policies/documents/Travel.html#meals>)

- Individual meals in excess of \$40
- Alcoholic Beverages
- Meals, when travel is done for the purpose of fundraising, promotion, alumni activities or entertainment

Not Allowed

- newspapers, magazines
- movies, entertainment
- personal phone calls
- other personal expenses not specifically related to business travel

6. Combining Personal Travel with Business

You may combine personal travel with business travel. Do not include expenses from the personal part of the trip on your expense report form.

SECTION VI

Special Events

1. Procedures

Throughout the year, ICES hosts semi-annual special events. Below is a list of annual happenings:

Fall

- Fall Social Outing (TBD each year)
- Graduate Student Orientation
- ICES Symposium
- ICES Holiday Party (social)

Spring

- ICES Town Meeting
- Moving 4 th into Engineering (outreach event)
- Spring Fling (social)

In addition, ICES hosts a number of other events that are not held on an annual basis, but are commonly scheduled during the year, including:

- ICES Seminars
- Distinguished Lecture Series
- PITA Symposium
- Happy Hours
- Ice Cream Socials
- Halloween Party

If you are in need of assistance with the coordination of an ICES-related special event, or if you would like more information about any of the above happenings, please contact Alicia Brown at adbrown@andrew.cmu.edu or 8x5227.

2. Policies

Any ICES-sponsored event must be organized through the ICES administrative office. Any print advertising for an ICES sponsored event must be approved by the ICES graphic designer, Tim Kelly, to ensure that ICES adheres to the university graphic standards.

SECTION VII

Publications

There are two ways that you can publish project information and papers on your work at ICES. There is:

- Research Report Series- Please see Section X in this manual for more information
- Project flyers - The project flyers are one- page brochures that have up-to- date information on ICES research projects. These are available on the web and in the offices at ICES. For more information on the flyers and their guidelines, please see section XII (6) for more information.

Intellectual Property

As a member of ICES, you are required to sign an Intellectual Property Agreement. This policy is available on the web at <http://www.cmu.edu/policies/documents/IntellProp.html>. If you have any further questions regarding this policy, you can contact the Technology Transfer office at 412/268-7393 or the Administrative & Financial Manager at 412/268-6410

Evaluations

ICES staff and research faculty are evaluated on a yearly basis, beginning early spring. New salary increases are put into effect the following July 1st. Evaluations are determined by collaboration between the employee's immediate supervisor and the Director of the Institute. Increases are based on University's salary increase guidelines and recommendations are sent to the Dean of CIT for approval. Notification occurs in June and includes a letter from the Director for staff and a letter from the Dean for research faculty. The Director may request a one on one meeting.

SECTION VIII

Graduate and Undergraduate Students

Undergraduates - hired hourly through ICES by Jackie Henderson. ICES does not function as a home department to any undergraduate or graduate student.

Student Employment – Hourly Positions for Graduate and Undergraduate Students

ICES hires both graduate and undergraduate students for hourly positions with research projects. Additionally, ICES also hires undergraduate students to serve as additional support staff with workstudy positions.

Students can be hired for one of two terms:

- Academic Year: Fall / Spring
- Summer

Posting Positions

Prior to the start of each term, ICES gathers student job descriptions that will be posted with the Campus Employment division of the Career Services Department. Those positions are also advertised at the campus job fair that is also held prior to the beginning of each term.

Once a position is posted, it is offered for one term only. To continue the posting of a position, descriptions must be submitted each term.

To post a position, or for more information, please contact Christina Cowan at ccowan@andrew.cmu.edu or by phone at 8x5352.

Hiring Students

To hire a student employee, please contact Christina Cowan at ccowan@andrew.cmu.edu or by phone at 8x5352.

All **graduate** students that are hired to work on an hourly position during the academic year must first obtain permission from their home department.

By law, no **undergraduate or graduate** student can be hired for more than 20 hours per week, for one appointment, during the academic year. During the summer term, students may work up to 40 hours per week. If a student is allowed to work over 40 hours per week, his or her supervisor must send an email notification to the Administrative Assistant. Any hours worked over 40 per week will be paid at the rate of time and a half.

SECTION IX

ICES Business Procedures

1. Budgets:

Proposal Preparation

Government and industrial contracts support most of the Institute's sponsored research. When pursuing sponsored research funding through proposal submission, it is important to comply with the university's policies and regulations. Failure to do so could cause the university to be subject to penalties or commit the university to obligations that it cannot meet. Following is the process for submitting a proposal through the Institute for Complex Engineered Systems.

STEP 1 Talk to the Director

Prior to proposal preparation it is important to begin the process by discussing the proposal with the Director of the Institute. This can be initially accomplished by sending a short email to the Director explaining the objective of the proposal, the sponsor, any cost-sharing or matching requirements, and space and personnel requirements.

STEP 2 Proposal Preparation

The Principal Investigator and other co-PIs prepare the proposal according to agency specifications. Many of the agencies have websites that will guide you in the proposal preparation process. It is important to initially read over the directions for your particular solicitation, while keeping some important things in mind:

- Deadline Date
- Budgetary Limits
- Cost-sharing Requirements
- Submission process (e.g. paper vs. on-line)
- Required Forms

*Please be sure to forward any website outlining the sponsor's proposal submission process immediately to the Administrative & Financial Manager.

STEP 3 Budget Preparation

The ICES Administrative & Financial Manager will prepare the budget for each proposal. The Principal Investigator should make initial contact with the Administrative & Financial Manager, Rhonda Moyer (x8-6410 or rm7q@andrew.cmu.edu) explaining their intent. The Administrative & Financial Manager will then send an email to the PI requesting the following information to begin the budget process:

- PI name
- Agency
- Request for Proposal Number (RFP#), website if applicable
- Start Date / End Date

- Estimate \$ Amount/Year or Total \$ Amount
- Estimated Personnel Months/Year (include names)
- Number of Graduate Students / Undergraduates
- Estimated Equipment Costs/Year (Capital > \$5 K)
- Expected Travel, Lab Supplies, Fabrication Costs, etc.
- Subcontract – name, contact person, phone number
- Proposal Draft for routing purposes
- Animal Subjects
- Human Subjects
- Export Form

Once this is emailed to Rhonda Moyer, she will prepare a preliminary budget for you to review. There are a few other factors that need to be kept in mind when preparing a budget:

- Standard percentages are used for all proposals for computing facilities, long-distance telephone, copying and postage. The percentages are based on overall personnel/fringe costs. This will be budgeted, unless instructed otherwise.
- Fringe benefits and overhead, set by the university, will be added into each proposal. Please refer to the Office of Sponsored Research homepage for current rates. If a sponsor provides limits on facilities and administration, or will not pay indirect, the site must be sited.
- Graduate Student rates are based on an average across all departments in the College of Engineering . Because of the wide array of students affiliated with ICES, this seems to be the best approach for budgeting this expense.
- Capital Equipment (over \$5000) is non- overheaded.
- Graduate Students have no fringe benefits.
- Subcontracts are overheaded on the first \$25,000 only. It is important to explain in preliminary discussions with the subcontractee that a detailed budget with appropriate sign off sheets will be needed for submission by the prime (CMU).

STEP 4 Signature Process

Once the Principal Investigator is satisfied with the budget, the signature process follows. Before a proposal can be submitted, it must first be routed around the university for internal signatures. The Administrative & Financial manager will take care of obtaining internal signatures. Any required forms by the agency should also be submitted at this time for signature. The budget, abstract, internal routing forms and agency forms will be sent to:

- All Principal Investigators
- Director of ICES
- Head of each PI's department
- Dean of each PI's department
- Office of Sponsored Programs

The signed proposal will be sent to the PI to submit. If submission assistance is needed, please make arrangements with the ICES Administrative Assistant. (For all NSF Fastlane proposals, the Administrative & Financial Manager will enter the cover sheet, budget and budget justification on-line. The Executive Assistant will enter all bio's and current/pending forms.).

It is important to keep timing in mind during the proposal process. For budgeting purposes, it is important to give at least five working days for preparation. This time includes: time needed to obtain salaries of personnel in other departments, preparation time, budget revision time, and signatures. Each budget revision for the same proposal will require a new set of internal signatures, so it is important to be completely satisfied with the budget once the process begins.

AWARD NOTIFICATION/REJECTION

If a proposal is rejected, please forward the rejection letter to the Administrative & Financial Manager in ICES so that the proposal can be moved out of the pending files.

If a proposal has been accepted, but a budget revision is needed, please follow the above steps in budget preparation.

If a proposal has been accepted with the current budget, please notify the Administrative & Financial Manager immediately so that an account number can be set up.

ACCOUNTING

The Principal Investigator has the primary responsibility for controlling all expenses within the guidelines of the budget.

Any errors or over expenditures must be corrected immediately but no more than 90 days from the transaction date. Please contact the Administrative & Financial Manager to discuss any discrepancies, problems, etc. All cost transfers must have a full explanation and be signed by the Principal Investigator certifying that the correction is legitimate.

The following items may be charged to a research contract only if directly related to that particular project:

- Computer supplies and software
- Copying
- Facsimiles
- Express mail services
- Long-distance telephone calls
- Metered postage and delivery charges
- Publication costs (i.e. progress reports, technical reports, etc.)
- Travel

Items which may not be charged to government research contracts include:

- Business cards
- Clerical student help (workstudy)
- Costs related to raising money including proposal preparation costs
- General use postage stamps
- Local lunches/dinners
- Office equipment
- Office furniture
- Office supplies
- Promotional materials
- Retreats
- Secretarial services
- Telephone (equipment/local calls)
- Visitor parking permits

PROPERTY AND EQUIPMENT

Equipment purchases are only allowed if originally budgeted in the awarded proposal. Specific rules and regulations may apply for each particular contract. Please contact Rhonda Moyer (rm7q@ andrew.cmu.edu) for any questions regarding equipment purchases budgeted in an award. Please also reference the purchasing section of the manual for particular rules regarding ordering equipment.

All capital equipment (cost of \$5000 or more) on or off campus must be registered with Property Accounting via the ICES Computer Facilities Manger, Charlie Matous, at crm@andrew.cmu.edu .

Fabrication numbers can be used for individual research contracts. These are separate object codes that indicate that a piece of equipment will be fabricated for this contract. This number is to be used when purchasing items that will be part of the assembly of this piece of equipment. These expenses will not be overheaded. To use a fabrication code,

please inform Charlie Matous when ordering. Please include the original account number, a description of the equipment to be built and estimated cost for budgeting purposes.

REPORTS/CLOSE-OUT

The principal investigator is responsible for all required non-financial reports. All financial reports are normally submitted through the Sponsored Projects Accounting.

Information regarding financial/non-financial reports can be found in the award documentation.

The closeout of an award may also require the principal investigator to disclose any patents, inventions, etc. developed through this particular research contract. The Office of Sponsored Research will either notify the Administrative & Financial Manager or the Principal Investigator for this information.

DISCLOSURES/INVENTIONS

Please refer to the CMU Intellectual Property Policy located on the CMU Policy Webpage: <http://www.cmu.edu/policies/documents/IntellProp.html>

CONTRACT SIGNATURES

Sponsored research agreements must be signed by the Associate Provost for Research & Academic Administration. **No other personnel are authorized to commit the University to a sponsored research agreement.**

If the research is being sponsored by industry or an affiliate without an agreement form, the university provides a general agreement for use. This can be found on the website http://gollum.mac.cc.cmu.edu/univ_policy/documents/IntelPropForm.html . Again, although this agreement can be used for preliminary purposes, only the Associate Provost can negotiate these agreements.

USEFUL Websites:

- Tech Transfer:
 - <http://www.cmu.edu/president/techtrans/>
- Sponsored Research:
 - <http://www.cmu.edu/provost/spon-res/osr.html>
- Agreement Form:
 - http://gollum.mac.cc.cmu.edu/univ_policy/documents/IntelPropForm.html
- Industry Reference:
- Intellectual Property:
 - http://gollum.mac.cc.cmu.edu/univ_policy/documents/IntellProp.html

SECTION X

Research Report Series

The research report series is a list of reports and theses published by ICES faculty members and their graduate students for public access. The research report series is available online for industry and academia that would like a copy of the research paper. Usually there is a call for papers twice a year to encourage the ICES community to submit their work. The web page contains links to all submitted papers starting from 1995 to present. Papers and reports prior to 1995 are available by request to the Assistant to the Director at ccowan@andrew.cmu.edu and require payment for each document sent. The price per paper is \$10.00 for non-member industrial patrons and non-academia. The series is gratis to Universities. Once there is a call for papers via email to the ICES faculty and staff, the papers have to be submitted to the Assistant to the Director with the following criteria:

- EMAIL ABSTRACT to ccowan@andrew.cmu.edu, preferably NO LONGER THAN 10-15 LINES with Title and Author.
- Entire paper in PDF format as an attachment to the emailed abstract.
- Text of report should begin on a new page, not on the back of the Table of Contents or any other introductory pages.
- First page of the body of the report should be "Page 1". Anything proceeding should be numbered in lower case Roman Numerals (I, IV, X, etc.).
- If you have a web site related to your research report, please provide us with the URL so that we may create a link to it from the ICES home page.

In addition, all research report abstracts are included in a catalog chronologically with an identification number. Each report is assigned an identification number by the Assistant to the Director. The numbers pertain to the department, report number and year of its publication. For example, 06-117-00 pertains to 06, as Chemical Engineering, the 117 th report for Chemical Engineering, published in the year 2000. The department numbers designate the department of origin for the paper as follows:

- Masters Thesis
- Doctoral (Ph.D.) Dissertation

04 Institute for Complex Engineered Systems

- Engineering Design Research Center
- Chemical Engineering
- Civil Engineering

16 Robotics

- Electrical & Computer Engineering
- Engineering and Public Policy
- Mechanical Engineering
- Architecture
- Graduate School of Industrial Administration
- Social & Decision Systems

90 The Heinz School

SECTION XI

Miscellaneous Information

Emergency Situations

Campus Police and Fire: 8x2323 (For Emergencies) 8x 6232 (for Non-Emergencies),
300 South Craig Street, Room 199

CMU Emergency Medical Services: 8x2323

Facilities Management Service Response Center: 8x2910, Physical Plant Building
(Emergencies only please; otherwise put the request through Christina Cowan @ 8x5352
or ccowan@andrew.cmu.edu)

SCS Contact: Jim Skees, 8x7653, Wean 4210, skees@cs.cmu.edu

Fire Drills

Regularly scheduled fire drills take place monthly in each building. In the event of a fire, please close all doors and windows to your room and proceed to the nearest exit.

SECTION XII

Graphic Design Guide

1. Printing and Printers

A lot of your time here at ICES will be spent dealing with printers and printing. The following table describes the printers available for use through ICES:

PRINTER NAME/TYPE	PHYSICAL LOCATION	FOR TECH-HELP CONTACT	NOTES
Honey Mead; HP LaserJet 4MV	1201 Hamburg	Charlie Matous	General, 8.5x11 or 11x17 B&W printing needs. <i>Limited to Administrative Use Only.</i>
Scribe; HP LaserJet 4000 Series	1206 Hamburg (ICES Copy Room)	Charlie Matous	Duplex B&W; 8.5x11 only
Mirage; HP LaserJet 5S1	1206 Hamburg (ICES Copy Room)	Charlie Matous	B&W, 8.5x11 or 11x17
Reflection, HP LaserJet 4000 Series	2 nd Floor Hallway	Charlie Matous	Duplex B&W; 8.5x11 only
Klee	1201 Hamburg (Outside 1201D)	Charlie Matous (see Tim Kelly in 1201D for more toner cartridges)	Color Printing; 8.5x11; Color Transparencies – obtain transparencies only from Alicia Brown 1201F
Fiery NovaJet PROe; Large format color printer/plotter	4202 Simon-Newell Hall	Debra Tobin	Large format poster printing in full color, 40” wide by infinitely long. NOT WATERPROOF, use care in handling prints. Must have account number for charge; cost is \$10 per linear foot; acct #'s go to Deb Tobin. ONLY THE GRAPHIC DESIGNER can print to this machine, so have people give you files vie FTP or on servers. See NovaJet PREPRESS NOTES for more info.
Rainbow; Canon CLC 1000 Laser Color Copier/Printer	4202 Simon-Newell Hall	Debra Tobin	High volume color copying/printing on 11x17, 8.5x11, gloss and matte stock, card and text, near photographic quality

2. Posters

NovaJet Prepress Notes

The Fiery NovaJet is a large format color printer which is primarily used to create conference posters for ICES. You must contact the ICES graphic designer at tjkelly@andrew.cmu.edu to print to this machine. The printer belongs to the Robotics Institute, so we provide account numbers to Robotics to pay for the cost of printing on a job-by-job basis. YOU MUST get an account number from the person requesting a poster printed on this machine BEFORE you print the poster; this number should go directly to Debra Tobin, Robotics Art Director, along with the total linear footage to be printed.

Except in dire emergencies (or when a request is made by the Director), 3-4 days advance notice is required to print posters to this machine. You'll need it to carry out the prepress steps necessary to use this machine (see below). If people require last minute poster printing and Fiery NovaJet is unavailable, they can also print their poster in color tiles to Rainbow or Klee.

This is a finicky machine, so following a few simple prepress guidelines will help things go as smoothly as possible.

- The standard size for ICES conference posters is 30"x40"
- Posters should be in Adobe Pagemaker format, or if necessary, a PDF.
- In addition to the Pagemaker file, ALL of the individual image files which appear in the Pagemaker file must be supplied. These image files should be in .tif format, at the highest resolution possible. Anything less than 150 dpi resolution AT THE FINISHED SIZE will appear choppy and pixelated. All image files must be File/Placed into the PageMaker document and resized in PageMaker. If image files are not File/Placed and supplied the image will not be able to locate the link, therefore not printing.
- If time permits and you do not have access to PageMaker, you may do one of the following:
 - Create the file in another program and export a PDF
 - Supply a Powerpoint presentation and any specific instructions necessary for layout to the graphic designer. The graphic designer will then layout the poster in PageMaker. An account number must be supplied for this process. Once the job has been created, the Principal Investigator will be called upon to proof the layout of the poster (usually a PDF is supplied for proofing, unless otherwise requested.)
- Pagemaker files are often corrupted if they are transferred via FTP. Binary FTP works okay sometimes, but generally it is requested that the necessary files be uploaded to KILLER or PANOPTICON in the Guest folder or supplied on a Zip disk.

- When taking prints off the Fiery, give the finished print about a half hour to dry. Use extreme care handling the print, as the ink will smear if touched with sweaty hands, coughed on, carried in the rain, etc.

Mounting Posters

Usually, conference posters at ICES are mounted on 30"x40" foam core, and trimmed to bleed. ICES supplies all items necessary for mounting posters onto foam core (including the foam core). You may mount your poster using spray adhesive, however this usually requires two people and it is difficult to mount the posters without any bubbles or wrinkles. Therefore, it is suggested that you clip the poster to the foam core with clips provided by ICES. This allows the poster to later be removed from the foam core and rolled for easier transportation. You can carefully trim the poster and the foam core to the same size and secure the edges with small black clips. The clips are usually located in the ICES supply closet or with the graphic designer. Use the smallest size of black binder clips; secure the clip over the edge of the foam core and poster; then proceed to remove the silver handles by squeezing them out of the black clip. You may want to keep these on hand if you will need to make adjustments in the future.

Other Printing Notes

Several items which are regularly produced in-house for ICES include:

- The ICES one-pagers
- *iNews* , the monthly ICES newsletter
- 11x17 posters advertising guest speakers, special events, parties, etc.
- ICES invitations
- Images for Rogues Gallery
- Other small-run color printing/copying
- ICES Intersections, the ICES magazine
- Business Cards
- Letterhead
- Envelopes
- ICES and PITA folders
- ICES notepads
- Signage
- Websites

3. Business Cards/Letterhead

ICES provides business cards for faculty and staff. Send any requests for business cards to the graphic designer at tjkelly@andrew.cmu.edu. Include your name, title, and correct contact information, including: room number, phone and fax numbers, email address, website and account number. There are several scheduled calls for business cards throughout the year to reduce production costs. Individual business cards may be done in emergencies, but costs will be higher.

4. Seminar Series

ICES often hosts seminar series in which staff/faculty present their research. It is strongly recommended that flyers be created advertising the seminar. To have a poster created for a seminar you can forward any information to the graphic designer including the following:

- Speaker's name
- Date and time
- Location of seminar
- Title of seminar
- Any supplemental information regarding the speaker and /or seminar
- Photo of the speaker
- Any images/graphics pertaining to the seminar

Try to keep the information brief. A poster should simply highlight the details of the seminar. Lengthy text and numerous images will clutter the poster resulting in possibly not catching the reader's attention. If you have any questions regarding advertising a seminar, please contact Tim Kelly at tjkelly@andrew.cmu.edu, or x8-2229.

5. Machine Use

At some point you may find you need to make use of equipment that you do not have personal access to. The ICES administrative office may be able to help in your needs.

Machines that may be helpful:

- Flatbed scanner
- Computers with image editing and layout software.
- Large format color printer

6. Flyers and One-Pagers

ICES produces a series of flyers about research labs and projects throughout the Institute. The flyers contain a summary of the project and contact information. If you would like to create a new flyer for a specific ICES project or area of research, or have a change for an existing flyer, please contact Tim Kelly at tjkelly@andrew.cmu.edu. Following are a few guidelines for creating an ICES Flyer:

- Should be one or two pages, preferably one page.
- Use logos if applicable.
- Incorporate images if possible. Suggested: 1-3 images depending on detail of image and amount of text.
- Provide images as .tif or .eps files, or as part of a PowerPoint presentation.
- Methods for submitting text:
- Via email, preferably as an attachment, or in the body of the email.
- Place the document on the ICES server (Killer or Panopticon)
- Send an email to tjkelly@andrew.cmu.edu with the location of information on the web.
- Or, you can simply bring a hard copy of the information to Tim Kelly in 1201D Hamburg Hall.

SECTION XIII

Computer Information

1. Server Policy

The public fileserver is named panopticon.ices.cmu.edu and may be used for the transfer and storage of files related to the activities of the center. It is accessible via FTP and natively through Windows (via Network Neighborhood). All users have access to the Guest folder, which is deleted every Friday at approximately 5pm. To preserve your files, please contact the Facilities Manager to set up a personal account. There are no set quotas on panopticon, but please be considerate as disk space is at a premium. The server is not to be used for the storage or distribution of personal, illicit, or illegal material.

2. Capital Equipment(> \$5 K)

Purchasing, moving or disposing of equipment: Any action that affects the inventory of capital equipment must be processed through the office of the Computer Facilities Manager. When requesting a purchase, please have advisor approval and submit a valid charge number along with your request.

3. Non-Capital Equipment (< \$5 K)

Non-capital computer equipment should be purchased through the office of the Computer Facilities Manager. Requests for purchases should be sent via email to crm@andrew.cmu.edu. Please include the following information: technical specifications of the desired product, whether substitutions are acceptable, budget limits (if applicable), date desired, and preferred shipping method. For small or rush items, the order will be placed immediately. For larger items that are not capital equipment, quotes will be gathered and the best option chosen with the requestor's approval. Notification will be sent via email when the shipment arrives.

4. Password Policy

Users are issued initial passwords from CS upon the creation of their accounts. The three passwords (Kerberos, mail instance, and Windows) should be changed upon receipt. Do not use the same password for all of your user names. Forgotten passwords may be retrieved through the CS Help Desk (x8-4231). Under no circumstances is any user to alter the root or administrator password on any machine nor may any user restrict access to the system files on their machine by any means, including, but not limited to: altering file or directory permissions, disconnecting or disabling network connections, etc .

5. Support

Support is offered on all *nix hardware running a supported operating system, PCs running Linux, Windows 9x, or Windows NT, and Macintoshes. Public paper and transparency printers are also supported. Specialty equipment (such as technical lab equipment, prototyping equipment, robots, etc.) is not supported. Limited assistance with unsupported equipment may be available on a case-by-case basis.

Supported Software

Operating Systems

PC (x86)	Windows 9x	Windows NT 4.0 Workstation	Windows NT 4.0 Server	Linux
*nix Workstations	SunOS & Solaris	IRIX	Digital Unix	HP-UX
Macintosh	System 7.x	MacOS 8.x – 9.x	Linux	

(These are guidelines. The official list will be published at a later date.)

Applications

Acrobat Reader*	Diskeeper*	Norton Anti-Virus*	Eudora Pro*	FileMaker Pro
FrameMaker*	GSview	Maple*	Mathematica*	Netscape Communicator*
Nifty Telnet*	Office 2000*	Purify*	Sictus Prolog*	SSH*
Transarc AFS*	Visual Studio*	WinZip*	X-Win32*	Adobe products
Macromedia products	Microsoft products			

(These are guidelines. The official list will be published at a later date. In general, installation and boot support is offered for all software directly related to work done at ICES. Specialized technical software such as CAD packages, compilers, etc. are generally not supported.)

* These applications are available through CS or CMU campus licenses.

6. Request For Service

All requests for service on any computing equipment should be routed through the Computer Facilities Manager's Office. To obtain service, send email to crm@andrew.cmu.edu or telephone x8-8777. Computer Science facilities also provides service to the ICES community. They operate a help desk to assist users who are having difficulty with their passwords, navigating the CS network, or accessing email or AFS server space. They may be reached at x8-4231. If the help desk recommends that a technician examine your machine, please notify the Computer Facilities Manager before service begins.

7. Computer Store

Purchases of capital equipment at the computer store must be processed through the office of the Computer Facilities Manager. This is necessary to assure that each capital item is properly recorded in the ICES inventory. Purchases of non-capital equipment may be routed through the Computer Facilities Manger for your convenience. The manager will be able to provide you with alternative vendors in the event that the computer store does not have what you need.

SECTION XIV

City of Pittsburgh and CMU Statements

1. Affirmative Action Statement

It is the policy of Carnegie Mellon to take affirmative action to enhance the diversity of our administration, faculty, staff, and student body. The policy supports the university's strategic plan to achieve excellence and recognition in teaching and research by developing and using the full range of human talent. Carnegie Mellon is committed to promoting diversity initiatives that attract qualified candidates who are minority, female or disabled. Furthermore, the university is committed to:

- using job-related requirements to evaluate staff for promotion and applicants for employment;
- prohibiting discrimination on the basis of race, color, religion, gender, sexual orientation, age, national or ethnic origin, veteran status, or non-job-related disability; and
- complying with applicable federal, state and local laws.

The university is committed to basing its employment decisions on the principle of equal employment opportunity and to ensuring that all personnel actions, including, but not limited to, recruitment, hiring, training, promotion, compensation, benefits, transfer, layoff, and social and recreational programs are administered in accordance with the university's commitments to non-discrimination, equal employment and affirmative action.

The administration of Carnegie Mellon's equal employment and affirmative action policies is a shared responsibility. The president of the university oversees Carnegie Mellon's affirmative action program. The provost, vice presidents, deans, department heads and hiring supervisors support the president in maintaining the importance of affirmative action as a critical component of university operations. The director of equal opportunity services coordinates and implements policies and programs, monitors the university's efforts in these areas and reports results, and handles or refers complaints to appropriate university contact points. The broad-based, decentralized efforts of the campus community are key to meeting the university's equal employment opportunity and affirmative action commitments. Through administration of these equal employment opportunity and affirmative action policies, the university intends to ensure that all people are included in the diversity that strengthens Carnegie Mellon in its pursuit of excellence.

SECTION XV

General Information (Website Links)

1. Pittsburgh

Information about Pittsburgh can be found on the web site

<http://www.realpittsburgh.com/>.

2. Carnegie Mellon University

Information about Carnegie Mellon University can be found on the web site

<http://www.cmu.edu>.

3. Other Useful Websites Include:

- ACIS- Administrative Computing and Information Services
 - <https://www.as.cmu.edu/acis/index.html>
- Business Calendar
 - <https://synergy.as.cmu.edu/~fmp/calendar/netcal.htm>
- Faculty Handbook:
 - http://www.andrew.cmu.edu/org/fac-senate/Faculty_Handbook/FacHbTC.html
- Financial Management Project / Oracle Reports
 - <https://synergy.as.cmu.edu/~fmp/>
 - <https://acis.as.cmu.edu/moksha/servlet/owr>
- Human Resources:
 - <http://hr.web.cmu.edu/>
- Office of International Education
 - <http://www.studentaffairs.cmu.edu/oie/>
- Office of Sponsored programs:
 - <http://www.cmu.edu/provost/spon-res/osr.html>
- PITA
 - <http://www.ices.cmu.edu/PITA/index.html>
- Staff Handbook
 - <http://www.cmu.edu/policies/documents/StaffIntro.html>
- Student Employment:
 - http://www.studentaffairs.cmu.edu/career/campus_employment/main.html