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# *CLIMATE CENTER GUIDELINES*

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## **1. RFP**

### Lead PI-

- A individual cannot be the lead PI on more than one proposal submission per RFP.
- An individual cannot be a co-PI and lead PI on more than two proposal submissions per RFP.
- If an individual exceeds these submission limits the CC will ask them to withdraw all but the allowed one or two submissions. A submittal for Lecturer does not count towards this limit.
- Students cannot be lead PI.
- Only people who work for the Lamont Doherty Earth Observatory campus can be lead investigator for these awards. This does not include IRI or CIESIN.
- LDEO Adjuncts cannot be lead investigator on proposals.

### Budgets-

- Budgets must be submitted using the excel template at time of submission.
- The budget cannot exceed \$12,000 & must expand through all 2-3 fiscal years. Budgets that include salary charges must include fringe costs at the Columbia University rate in effect at the time
- Unallowable expenses are: 1) Travel expenses for meetings/conferences; 2) Computers (unless instrumental for the project); 3) Salaries for PIs with 9-month salary appointments, Postdoc Research Fellow, or administrative assistant. Some allowable salaries are for technicians, Postdoc Research Scientist, Research Staff Assistant, Research Staff Associate, casuals, Research Scientist, CU undergraduate, or CU graduate students (summer salary). No more than 50% (including fringe) of the total budget can be used for salary.
- Alcohol are allowed as expenses only for workshop proposals and CC funded lecturers.
- Columbia University is a not for profit and we do not pay sales or other taxes. Please do not budget or pay such costs from your CC award.

## **2. AWARDS**

### Funding

- The CC admin sends an email to the awardee with the “Award Acknowledgement” detailing the responsibility that comes with accepting the award.
- Once the signed acknowledgment is received the CC administrator will contact the LDEO Finance Manager and asking them to set up the chart string.
- The CC administrator will notify the Division Administrator and the Lead PI when the chart string is established for their use.

#### Overdrafts

- It is the sole responsibility of the lead PI to spend within the budget established by the CC committee. In the rare instance where an overdraft is impossible to prevent, it is the lead PI’s sole responsibility to clear any overdrafts using institutional funds.

#### Closing

- If work will not be completed within the project period, the lead PI must request a one year no cost extension three months prior to the end of the award.
- Without an approved one-year no-cost extension, chart strings will automatically be deactivated 90 days after the two-year award limit.
- With a one year no-cost extension, accounts will be deactivated 90 days after the end of the third year.
- It is the responsibility of the Division Administrator to alert the CC of the need to deactivate a chart string when a PI is leaving Lamont.
- PIs should work with their DAs to appropriately charge all allowable project costs to the CC award, prior to the end of the project period.

#### Reporting

- Lead PI is responsible to submit a 1 page summary report to the Climate Center Committee within 90 days of the end of the project detailing their results. Failure to do so, will effect any future funding from CC you may have received.

### 3. LECTURERS

#### Host

- Attains the titles, seminar summaries (abstracts), & CV of the lecturer for the advertising.
- Compiles the email to announce the Lecturer to the campus and to send reminder emails announcing the talk, including each day on which a seminar occurs.

- Creates a schedule for people who may want to meet with the speaker & organize dinners & lunches with the speaker & guests.

#### CC Admin

- Reaches out to the speaker and secure a time for their visit.
- Secures the venues for the seminars and orders catering for the Monell seminar.
- Books travel and accommodations.
- Processes honorarium payments and reimbursements for speakers.
- Processes any reimbursements for hosts or others connected to the lecturer's visit.
- Advertises the talks on the EI website and on other appropriate platforms.

## 4. WORKSHOPS

All workshops must be held on the Lamont Campus. It is the responsibility of the awardee to work with their Division Administrator (DA) or Administrative Assistant (AA) to organize and execute the workshop. Tasks that are the responsibility of the DA or AA include:

- Invoicing and reimbursements for the workshop
- Purchasing items such as name tags, poster easels, catering, or other items needed for the workshop.
- Securing appropriate meeting room for the workshop.
- Handling registration and arranging any IT needed for the workshop.
- Arranging travel for each participant.
- Arranging hotel accommodations for all traveling participants.
- Arranging all catering needs for the workshop.
- Advertising the workshop in different forums.

## 5. ACKNOWLEDGEMENT

Awardee-

- Each awardee understands that by accepting the award they must adhere to the rules and the guidelines above. They must also read and sign the Climate Center Award Acknowledgement form and submit the form to the CC administrator.