

**BERKELEY EXCELLENCE ACCOUNTS FOR RESEARCH (BEAR)  
INFORMATION FOR FACULTY AND ADMINISTRATORS  
September 2014**

This document is largely drawn from the April 2014 policy statement concerning the BEAR program, but it adds detail and information intended primarily for staff members who are administering the program. It was prepared jointly by the Office of the Vice Provost for the Faculty and the Campus Budget Office. The final section of the document (Additional Information for Administrators) is new; all other additions are underlined.

**Berkeley Excellence Accounts for Research (BEAR)**

Launched in the fall of 2014, the BEAR program is intended to support Berkeley's ladder faculty as they advance their research, scholarship, and creative accomplishment. The program was approved as a three-year pilot funded through a portion of the indirect costs that the campus recovers from granting agencies, the consolidation of other programs, and additional campus revenues. The program provides up to \$4,000 in unrestricted research funds per year to eligible faculty members.

**A. General eligibility**

1. Funds will be provided to ladder faculty only, i.e., those who are (Acting) Assistant Professor, (Acting) Associate Professor, or (Acting) Professor.
2. Funds will not be provided to ladder faculty who are appointed to endowed chairs with annual payout of \$10,000 or more, unless the chair they hold has been formally designated as an administrative chair. Faculty appointed to chairs with annual payout of less than \$10,000 will be eligible to receive BEAR funding.
3. Each faculty member's eligibility for BEAR funds will be determined annually by the campus's Academic Personnel Office in accordance with the guidelines in this document. Faculty members will be notified of their eligibility each year by their department or dean's office.

**B. Provision of BEAR funding**

1. BEAR funding will be provided once a year, in September. The amount of funding provided to eligible faculty will depend upon the factors described in (B-2) and (B-3) immediately below.
2. Funds will be provided in proportion to faculty members' percentage of appointment in a ladder title plus any additional academic title.
3. Full-time faculty members will be credited with \$2,000 for each semester of active service during the immediately preceding year, subject to the carry-forward provisions in (C-7) below.

For the purposes of this program, faculty members are regarded as being on active service status for a given semester unless they are on 100% leave without salary for that semester.

4. Faculty members will receive BEAR funding automatically. They do not need to fill out an application form.

An Eligibility FAQ is provided below.

### **C. Expenditure of BEAR funding**

1. Faculty members may expend BEAR funds only when they are in active service. For the purposes of this program, faculty members are regarded as being in active service for a given semester unless they are on 100% leave without salary for that semester.

2. Faculty members may expend BEAR funds only for expenses incurred during periods of active service. For the purposes of this program, faculty members are regarded as being on active service status for a given semester unless they are on 100% leave without salary for that semester.

3. BEAR support should be used by faculty members to enhance their ability to advance their research.

4. BEAR funds must be used in accordance with University policies.

5. BEAR funds may not be used by faculty members to pay themselves summer salary or other compensation.

6. Groups of faculty members may pool their BEAR funding for a common research good, but BEAR funds may not be transferred from one faculty member to another or from one unit to another.

7. Carry-forward of unused support is permitted up to a cap of \$8,000; thus the maximum that could be available to a faculty member at any one time would be \$12,000 (\$8,000 carried forward plus a new provision of \$4,000).

8. Examples of uses for BEAR support include, but are not limited to, the following: computers; research-related travel; items for the University's library collections or for a personal research library; graduate or undergraduate research assistants; the costs of bringing colleagues from another institution to Berkeley to participate in scholarly seminars, colloquia, or conferences.

9. The BEAR program does not include a requirement that faculty members prepare reports on their expenditures.

10. Faculty members may view their BEAR funds in PI Portfolio (<http://calanswers.berkeley.edu/PIPortfolio>).

11. BEAR funds may not be in deficit at the end of the fiscal year, i.e., on June 30. If a negative balance exists, the faculty member will be asked by the fund administrator to identify a different fund to which excess charged can be moved.

12. Because the official launch-date of the BEAR program was July 1, 2014, expenses incurred on or after that date may be charged to BEAR funds.

### **BEAR Eligibility FAQs for Faculty**

Q1: Would the new faculty members whose appointments start July 1 receive BEAR in their first year?

A: No, but if they are in active service during all of their first year they would receive funding of \$4,000 the following year.

Q2: Am I on active service if I am on Active Service/Modified Duties status or on sabbatical leave?

A: Yes.

Q5: Are investigators for the Howard Hughes Medical Institute on active service?

A: No, HHMI investigators are on leave without salary.

Q6: Are full-time administrators eligible for BEAR funding?

A: No, they are not regarded as being in active-service status as faculty members.

Q7: Are department chairs eligible for BEAR funding?

A: Yes.

Q8: Are faculty members on active status if they are on non-sabbatical leaves funded by the University (e.g., paid leaves in lieu of sabbatical, Humanities Research Fellowships, or medical leave)?

A: Yes.

Q9: During the spring semester, I was partially supported by a University-funded leave and partially supported by an external fellowship. Will I receive \$2,000 for that semester?

A: Yes; as long as you were not 100% on leave without salary (and assuming you meet the other eligibility criteria), you will receive \$2,000 for that semester.

Q10: If I participate in the Faculty Salary Research Exchange Program to charge part of my salary to a research grant, will I receive \$2,000 for that semester?

A: Yes, assuming you meet the other eligibility criteria.

Q11: I am a ladder faculty member in the College of Natural Resources, and 30% of my appointment is as a Professor and 70% is as an Agronomist in the Agricultural Experiment Station. Am I eligible at 100% for BEAR funding, or just at 30%?

A: You are eligible at 100%, because your Agronomist appointment is an academic appointment that complements your ladder-faculty appointment. The same holds true for faculty with other academics titles such as Researcher or Curator.

Q12: My ladder appointment is 50% in one department and 50% in another department. Am I fully eligible?

A: Yes, assuming you meet the other criteria.

Q13: Are emeriti eligible for BEAR funding?

A: While emeriti are not eligible for this program, the Executive Vice Chancellor and Provost has funded a program of research support exclusively for emeriti that is administered by the Senate's Committee on Research.

Q14: If I am in active service during the year but retire on June 30, will I receive \$4,000 in BEAR funding in the summer that I retire?

A: No, because BEAR funds can be expended by faculty members only when they are in active service. After your retirement, however, you will be eligible to apply for funding from the Senate's Committee on Research.

Q15: I plan to retire in the middle of the academic year (e.g. January 1); will I receive \$4,000 that academic year for my active service during all of the prior year?

A: Yes, but you may spend those funds only before the time of your retirement.

## **ADDITIONAL INFORMATION FOR ADMINISTRATORS**

The Academic Personnel Office (APO) will prepare the list of eligible faculty members annually after the July payroll deadline. This allows them to take into account separations occurring at the end of the academic year as well as relevant actions that are effective July 1<sup>st</sup>. APO will send the list to the Campus Budget Office (CBO) in August. CBO will match eligible faculty with chartstring data that were collected in prior years, send the pre-populated list to Divisions, and facilitate the resolution of anomalies.

Divisions will be asked to help identify and resolve discrepancies, validate the chartstring data, note any changes, and provide a DeptID and Chartfield 2 (CF2) for any new faculty members. When providing DeptID information we strongly encourage L4 Departments to use the least number of DeptIDs per L4 as possible. BEAR funds have their own unique fund number (69770 – BEAR grants) and Chartfield 1 (3BEARS). For tracking purposes it is very important that the faculty member's CF2 be used on all transactions.

CBO will transfer funds directly to faculty members' individual chartstrings in September. BEAR funds will be administered by the same unit and staff who regularly administers each faculty's other funds (e.g., CSS or department staff).

Each faculty member's BEAR funds must be expended from the same DeptID and CF2 to which it is initially transferred. Transfers out of the initial allocation chartstring are not allowed, with two exceptions: 1) if a faculty member wishes to use BEAR funds as cost-sharing on a grant, the funds may be transferred to the appropriate Chartfield 1 (CF1), retaining the same DeptID and CF2; and 2) transfers to the Library will be allowed in the future – this policy is currently under development and additional information will be provided soon.

As noted in Section C above, although the fund type is unrestricted, the program does not allow faculty members themselves to receive any form of compensation from BEAR funds (i.e., while they may be reimbursed for their research-related expenses, they may not draw summer salary, stipends, etc.). The official launch date of the BEAR program was July 1, 2014. Therefore, only expenses incurred on or after that date may be charged to BEAR funds.

July 1 carry-forward balances will be checked prior to the transfer of additional funds each year to ensure that no faculty member exceeds the maximum allowable amount. The BEAR fund will be subject to the campus deficit clearing process. Fund information is available in PI Portfolio and BAIRS. Fund 69770 falls into the Unrestricted Funds bucket in Cal Planning and will not be added as a specific value.

For questions regarding **faculty eligibility for the BEAR program**, please contact your Division's Academic Personnel Director. Academic Personnel Directors may contact the Academic Personnel Office (APO) if they determine that additional assistance is needed.

For questions regarding the **administration and use of BEAR funds**, Division finance leads may contact their Campus Budget Office Portfolio Budget Officer (PBO). For your PBO contact information, go to: [budget.berkeley.edu/about/officecontact](http://budget.berkeley.edu/about/officecontact).