Subject: New Waiver Request Policy

The Geisel Budget Improvement Committee has asked for a change to the Waiver Request Policy and the Dean has approved this change **starting immediately**. This will greatly simplify the pre-approval process. There are two changes:

1. Waivers will only be required for spending on accounts that are supported by Central Geisel subvented funds. These include subvention, supplemental and assigned subvention and program development funds (PDFs).
2. Waivers will only be required for certain types of expenses: overtime, travel, catering, events, food, hiring, new purchased services (specifically, contracts for consultants and other non-Dartmouth College employees to do work for Geisel)

These changes mean that pre-approvals for expenses on fundings such as faculty and department reserves, gift and endowment reserves and pass throughs where expenses are covered by funds from outside Geisel, are no longer required. The use of these funds is still subject to appropriate use rules of Dartmouth College, but the waiver requirement has been ended.

Regarding which specific funds are effected and need waivers and review, they fall into the following funding ranges: subvention (368001), supplemental (368200), assigned (36825x) and PDF (366xxx). Additionally, there are a few “designated” fundings that receive central support that also will require pre-approval. Since these are limited in number, only those departments with such fundings will be contacted directly to inform them of the waiver requirements. **A note about PDF accounts:** while we are requesting that you fill out waivers for spending in these particular expense categories as a means of monitoring expenditures, the importance of these accounts for faculty to establish their research programs is clearly understood and we remain committed to the philosophy underlying these PDFs. While this does not mean that all requests will receive blanket approval, it is recognized that these funds are critical to establishing externally sponsored research programs that are an essential source of revenue for Geisel.

Lastly, the waiver form process has been automated into a SharePoint system for ease of use through the entire process. To access this new form, please use this link: https://geiselshare.dartmouth.edu/sites/geisel/bicforms/default.aspx and follow the instructions therein. **This does not need to be done for any waiver requests already submitted; these will be processed using the existing documents already submitted, but only for those centrally funded expenses. If you have submitted a request for any other type of funding, you will not receive a response of approval or denial. Please proceed with those actions as before, that is, submit without prior approval or waiver.**

Please note that this does not change the temporary hiring freeze for all non-grant funded positions.

Thank you for your understanding as we work to make this process more beneficial for all involved. We appreciate that this type of review is new and may feel uncomfortable at first, but we hope that you recognize the need for this process as well as the change in policy to help improve the process. Please contact Paul Greeley if you have questions regarding this process or
Steve McAllister for questions regarding the form.

Administrators – Please share this information with others in your departments.