Some procedures in the Mathematics Department Academic Year 2020-2021

The pandemic has changed the way we teach, learn and do business at UK and the Math department is no exception. We do not have a budget this year, as we have in the past, for supplies, travel, or really anything. Some of these notes will not apply until the pandemic is over and we go back to doing business as usual. This document does have some information that might be helpful, nonetheless.

Computer support
Obtain support from the HIVE by visiting https://resources.as.uky.edu/hive All computer related help must go through the HIVE. Here is the link to submit a help request: https://resources.as.uky.edu/hive-forms

How to use VPN and/or Remote desktop to access files remotely.
https://www.as.uky.edu/tutorial-tags/remote-access

Printing to Math copiers
DO NOT print or make copies unless it's for teaching!

Please follow this link to learn about how to *lock* your print jobs to the copiers in room 713. By using locked print, we can avoid having a calculus test come out of the printer in the middle of your solution to the Riemann conjecture. The copier isn't smart enough to finish one job before it starts another.
https://www.as.uky.edu/tutorials/configuring-locked-print-and-entering-user-code-ricoh-copiers these instructions may or may not work on your computer.

If you need to *add* the printers to your computer, search for
MathPtr1POT715 on ASPrint.ad.uky.edu
MathPtr4POT715 on ASprint
If you're office is on the 9th floor: Mathptr8 and the IP is 10.163.26.10
Please follow this link for instructions.
https://resources.as.uky.edu/tutorials/adding-departmental-printer

A number of tutorials can be found here: https://resources.as.uky.edu/tutorials

Department Calendar
The main record of departmental events is at https://math.as.uky.edu/calendar. You may request permission to edit the calendar by contacting Christine Levitt. When scheduling events, please check this calendar to reduce the possibility of conflicts.

Web pages
Each faculty member in math has a web page at https://math.as.uky.edu/users/[link blue id]. You may edit this page by visiting http://math.as.uky.edu and logging in with your link blue id.

In addition, faculty and graduate students may create a personal web page at the address http://www.ms.uky.edu/~[link blue id]. For faculty members who arrived before link blue ids

did, the web directory may have your ms user name. On macs, one may mount the shares using the "Connect to server…" dialog in the finder and use the paths
\\ad.uky.edu\Math and \\ad.uky.edu\web
and then browse for the subdirectory for your link blue id (or ms user name for the web pages of some senior faculty). Tutorials are available for Mac and Windows
Web pages may also be reached via the addresses: http://www.math.uky.edu/users/[link blue id] and http://www.math.uky.edu/~[link blue id].

Our friends in A&S computing prefer the name math.as.uky.edu and this is consistent with other departments across the college. However, they have agreed to let us use the name www.math.uky.edu to be consistent with other math departments. When a page with a URL that contains www.math.uky.edu is requested, the web server rewrites the address to the math.as.uky.edu form

Cleaning your office
In an effort to combat the Coronavirus, Facilities Management is asking for our help. Please place your waste and recycling outside your office doors in the hallways. Use the cleaning supplies in the red buckets if your space needs to be cleaned. Let Christine Levitt know if more cleaning supplies are needed.

Department number
The Math department number is 8E080. Occasionally you will be asked for this when filling in forms.

Duplicating
DO NOT send print jobs to Ricoh for anything except teaching!
For large duplicating jobs, please send the job to the Ricoh duplicating center in the basement of the Whitehall Classroom Building. You may submit a request in person or by sending a pdf to ukdscwhitehall@gmail.com When sending requests, please copy Christine Levitt and **include the course #**, or other information about what you're making copies for, this way we'll know where to charge it. If you are given an invoice be sure to give it to Christine so that she can handle the billing.

Grants
Work with the College Grants Officer, Kyna Estes, to prepare proposals and they will work with Office of Sponsored Project Administration (OSPA) to certify that the grant is ready for submission. The current grant officer can be reached through the Arts & Sciences Business Center. Here is the link to /Arts & Sciences Grant Services & Support:
https://resources.as.uky.edu/grants-team

See https://www.research.uky.edu/office-sponsored-projects-administration for useful information on all things related to grants.

NSF proposals are usually submitted through https://www.fastlane.nsf.gov/

For those submitting grant proposals, please remember that OSPA now requires receipt of BOTH a fully approved Internal Approval Form (IAF) AND complete and final proposal at least 3 business days prior to the sponsor's deadline.

In order for our College Grants Officers to help you comply with the OSPA 3-day deadline, the final version of your proposal including all attachments must be released to the A&S CGO for review 5 business days before the agency deadline. In order to meet the College deadline, it is important to begin working with the CGOs at least 3-6 weeks prior to the agency deadline (see below for specific advice). If you are a co-PI on a project for which the PI is in another college, please be aware that you must adhere to the internal deadline specified by the PI's college.

Please remember that OSPA and the VPR's rationale for the 3-day deadline is to allow time for OSPA RAs to work with PIs and CGOs to correct errors that may cause proposals to be rejected or that are out of compliance if funded. OSPA will not guarantee that proposals will be submitted if the proposal and IAF do not meet the 3 day deadline. OSPA will review/submit proposals that meet the 3 day deadline before they will review/submit proposals that do not meet the deadline (i.e., an imminent deadline will not earn priority). To date the College has had a few late proposals that were submitted, but enforcement of the deadline is likely to increase.

One important deadline is to get the Internal Approval Form (eIAF) routed well before the proposal is submitted. Begin by visiting (myuk.uky.edu>Enterprise services>Workflow items>eIAF). The eIAF needs to be filled and routed through all approvals 3 business days before submission. This can block submission in programs with hard deadlines. *Please notify a College Grants Officer 3-6 weeks in advance of submission* and then try to complete the business part of the proposal 10 days before submission.

Suggestions for grant budgets.
1. Our TAs earn $17,080 for 40 weeks and various supplements are available. It is suggested that a minimum summer stipend for 8 weeks is $4,000 for eight weeks and a range of $4000-$6000 if more funds can be obtained. Please include at least summer support for graduate students in your budget.
2. Please include all grant-related travel including travel for students in the budget.
3. If computer equipment beyond a standard desktop machine is needed it should be included in the grant. Note that the Department does not generally buy laptops for faculty.
4. Software should be included in the proposal.
5. Undergraduates earn $12.50 per hour in Mathskeller. The same rate is suggested for grant support work.

Math Department Listservs
Mathdept@lsv.uky.edu – this list includes all the following lists
Mathfaculty@lsv.uky.edu – this list includes all faculty, visiting lecturers, part time instructors, and post docs
Mathvoting@lsv.uky.edu - this list includes only the tenure stream faculty and lecturers
Mathgrad@lsv.uky.edu – this list includes graduate students

Purchase Requests
When you need to order books, computers, or things related to your work with a grant or startup funds, send Christine Levitt an email with a link to the item you want, or a description of what you want ordered. Include an account number or name of the account for billing.

Syllabi
The Department maintains an online collection of syllabi from past semesters at https://math.as.uky.edu/math-syllabi-1 It is very helpful, especially in large courses, to have syllabi available for students who are transferring credit to other schools. Please send your syllabus to Christine Levitt every semester to be posted on this page. If you create your syllabus as a webpage, consider leaving the web page up and ask Christine to post a link to the syllabus.

Travel
UK is making some major changes to travel business procedures, but for now, this is how it works.

New travel information as of January 2021 can be found here: https://www.uky.edu/ufs/concur-travel-expense-management

There are numerous rules governing the purchase and reimbursement of travel services. Please visit http://www.uky.edu/Travel/index.html for an overview.

Before making your first trip, please call AAA's Concur Help Desk at 877-463-0543 to request the link to the UK Concur Registration page. You will then create a Concur Login, or User Name. After your account is set up in Concur you will complete a travel profile and then you can begin making travel arrangements. When setting up your profile you'll need a UK Procard (credit card) and you can get instructions on how to do that from Christine. If you have any questions about travel arrangements please talk with Christine, UK is very particular about travel policies.

To request travel funds from the department fill out a Request for Travel form and give it to the department manager (Christine Levitt) and she will present it to the chair for review. If your travel is funded by your startup funds, a grant or you're being reimbursed by an organization outside UK you may go directly to the online Travel Request form https://resources.as.uky.edu/travel-form and bypass the chair's approval. To check that funds are appropriately budgeted for travel or if you need a grant fund balance, you can contact Christine or the grants analyst for the Math department.

Before making any purchases for travel, fill out the online travel request form: https://resources.as.uky.edu/travel-form, login with your Link Blue user name and password, fill out the form and click on submit. This should be done after your request for travel funds has been approved.

When you return from your travels, you can scan you receipts, Googlemaps, airline ticket… to your Triage Ticket for reimbursement. We must request reimbursement within 30 days of returning from a trip.

The University asks that employees travelling internationally on University business register at https://international.uky.edu/IHSS/RegistryFaculty

Visitors
Please notify Christine if you will have a visitor. She will make a hotel reservation, handle reimbursements. Remember that in April and October while the ponies are running at Keeneland, it may be impossible or more expensive to find hotel rooms.

Supplies and textbooks
If you need any of these supplies please email clevitt@uky.edu or Rejeana.cassady@uky.edu
If you need dry erase markers, chalk, erasers…please see Christine in room 719 POT or Rejeana in room 731 POT. If you are looking for a textbook to teach from, you can find many in the cabinets under the windows in room 713 Patterson Office Tower. If you can't find what you're looking for please see Rejeana.

August 2020
Comments or correction should go to Christine Levitt, clevitt@uky.edu