

CARNEGIE INSTITUTION OF WASHINGTON

POLICIES AND PROCEDURES

These policies and procedures apply to the Carnegie Institution of Washington, and its Departments, and are designed to facilitate the scientific and business operations of the organization. Policies and procedures also help assure compliance with various laws and regulations applicable to the Institution. All policies and procedures are to be adhered to by employees of the Institution.

Desk procedures supplement these policies and procedures. Any operating desk procedures must comply with these policies and procedures. In addition, individual Departments of the Carnegie Institution may supplement and amend these policies and procedures, subject to a compliance review coordinated by the Director of Administration and Finance. Any supplements or amendments will be signed by the Director and posted on an individual Department's website.

Finally, a significant portion of these policies and procedures do not apply to Carnegie's operations in Chile. As a general matter, Chile's operations have separate policies and procedures because of unique human resources and other legal and regulatory requirements. As of the date below, Chile's policies and procedures are subject to separate review and are posted and available as required.

From time to time, the Institution amends its policies and procedures. Revision dates are noted on the individual documents.



October 1, 2009

Director, Administration and Finance

Date

INDEX OF POLICIES AND PROCEDURES

A. ACCOUNTING AND FINANCIAL MANAGEMENT

- I. Accounts Payable and Cash Disbursements
- II. Credit Cards
- III. Fixed Assets
- IV. Revenue, Receivables, and Cash Receipts
- V. Additional Operating Procedures

B. BUDGET

C. GRANTS AND AWARDS

D. HUMAN RESOURCES

- I. Policies, Practices, and Benefits
- II. Procedures
- III. Confidential Employee Report Policy
- IV. Equal Employment Opportunity and Title IX

E. INFORMATION TECHNOLOGY

F. PAYROLL

G. PROCUREMENT

H. RESEARCH AND RELATED POLICIES

- I. Policy on Consulting and Other Outside Professional Activity
- II. Policy on Industrially-Sponsored Research and Collaborative Research
With Industry
- III. Policy on Conflict of Interest
- IV. Policy on the Conduct of Research.
- V. Policy on Maintenance and Accessibility of Research Data
- VI. Policy on Inventions and Patents

I. SAFETY AND FACILITIES

J. TRAVEL

K. RECORD RETENTION