

# Material budget departments of Archeology

14th January 2022

Since 1-1-2021, each researcher can apply for funding via their department chair. With these available funds, the faculty ensures an adequate and equal financial support for all the academic staff and stimulates working together within departments as a whole. Find below the rules on the departmental funds.

1. The funds are applicable only to academic staff members with a permanent appointment: tenure track or a replacement appointment of longer than three years. Postdocs, PhDs, and guest are excluded.
2. The funds belong to the department and the total amount of funds per department is based on the total number of academic staff (FTE) within that department. The funds are not individual budgets per researcher that can be used for direct reimbursement of all individual activities but rather are solely intended for the reimbursement of specific types of activities (see below).
3. The staff members must consult the Departmental Chair before expenditure. The Departmental Chair checks the request in advance, and only after formal approval from the chair can funds be utilized.
4. The funds can be spent on individual or group activities that benefit the departmental community. For example: training, a conference visit (where this benefits the department, and that is to be booked through the university travel agency), contribution to the realization of publications, equipment, or analysis.
5. Plans for collective spendings with a budget of over 10.000 euro should be handed in to the departmental Chair before the first of September.
6. Where a staff member has access to budgets in the 2nd/3rd funding stream (such as an NWO/EU project or approved plans on the BSF), these funding should be spent first. Only after such funds are exhausted can an additional appeal on the departmental funds be made.
7. Activities funded by these funds cannot lead to the detriment of teaching commitments, managerial or administrative task.
8. The nature of the budget is based on a maximum of 2,500 euros per person per year for an appointment of 0.8 FTE or more. If less than 0.8 FTE, the maximum is adjusted in proportion to the size of the appointment.
9. Travel is to be booked via the university's travel agency, Uniglobe. Expenses, as far as possible, to be processed via *Serviceplein*, using invoices. Only as a last resort are the costs reimbursed via Self Service.
10. The Departmental Chair is the budget holder. Ilone de Vries is the Activity Holder. Ilone will be alerted when the Department Chair approves the activity and monitors the budget. She also signals possible under- and over-spending of the budget. Sap numbers:
  - World Archaeology: 1401 20 20 00
  - Archaeological Sciences: 1402 20 20 00
  - Heritage & Society and Fieldschool: 1403 20 20 00