



# Center For Research on Learning and Technology

Quick Reference Guide

# Welcome

Welcome to the CRLT!

We hope that our Center will be a place where you can be productively involved as a researcher or staff member.

This Quick Reference Guide will hopefully help you through some of the basic questions or concerns while working here at CRLT and for the University.

Our administrative staff is here to assist you in the best way we can.



# CRLT Administrative Staff

**Center Director:** *Professor of the Learning Sciences, Cindy Hmelo-Silver* supervises the Center. She can be reached by email at [chmelosi@Indiana.edu](mailto:chmelosi@Indiana.edu).

**Business Manager:** *Sean Price* can assist you with appointment forms, health insurance, fee remission, TIME, proposal submissions, grant budgets, phones, and general office questions or concerns. Feel free to contact him via email: [caprice@Indiana.edu](mailto:caprice@Indiana.edu), phone 812-856-2314 or face-to-face in room 530.

**Administrative Assistant:** *Lori Parker* is here to help with purchasing, travel, room key, building access, conference room reservations, and general office questions or concerns. She can be reached via email: [loparker@Indiana.edu](mailto:loparker@Indiana.edu), phone 812-856-5377, or her office is room 527.

**Technology Coordinator:** *Olgun Sadik* provides the Center with technology support. Please contact him through the CRLT website's technology support scheduler located at:

<http://crlt.indiana.edu/technology.html>.

- In Olgun's absence you can also contact ETS either via email: [ets@Indiana.edu](mailto:ets@Indiana.edu), or through the SoE Intranet(if accessible), <https://www.sharepoint.iu.edu/sites/education/SitePages/Home.aspx>.

**Grant Writer:** *Ed Gentry* is the Center's grant writer/editor assistant. If you would like to work with him on grant proposals, he can be reached by email: [egentry@Indiana.edu](mailto:egentry@Indiana.edu), phone 812-856-1543 or in his office located in room 526.

# In case of an Emergency

**Maintenance issues:** Report any maintenance needs or issues (electrical, plumbing, etc.) first to Sean Price, room 530 or Lori Parker, room 527. For emergency issues after normal business hours, please contact Eigenmann Hall's Center desk on the first floor. Their number is 812-855-8581.

**Fire & Tornado Drills:** Eigenmann Hall conducts routine severe weather and fire drills. Everyone's participation is required.

- Fire – Please exit the building using the stairwell to the south parking lot area.
- Tornado – The designated areas for tornado safety is the elevator lobby or the bathrooms on our floor.

**First Aid:** There is a first aid kit available in the CRLT breakroom (522/524) above the sink.

**Locked Out?** If you have accidentally locked yourself out of your office, please see Sean, Lori, Olgun, or Cindy for assistance. If no one is available you can call Physical Plant at 812-855-8728 for assistance.

❖ **PLEASE NOTE:** a fee will be charged to the Center for Physical Plant's assistance.

# Campus Access Card

You will need to obtain a *campus access card* to be used as a key card for opening outer (and some inner) doors of Eigenmann Hall. If you are not classified as a student, you will need a letter from the Center to take with you to Campus Card Services. Please see Sean Price or Lori Parker for the letter.

**Requirements** - You will be required to provide your ten-digit University ID number and a valid government issued photo ID (driver's License or passport). For more information regarding requirements, please visit the [Campus Card Services](#) website.

## **Where to obtain Campus Access Card**

*Campus Card Services Office*: located here in Eigenmann Hall, on the ground level.

*Campus Access Card*: The mezzanine level of the Indiana Memorial Union (IMU) - next to Delights snack shop.

- **IMPORTANT:** Once you have your access card, let Lori know so she can get your card activated and approved for the Eigenmann building.

# Eigenmann Building Access

**Building 'open' hours** - Front/main doors are open from 7:00 am to midnight, 7 days a week during the Academic year(excluding temporary closings- see below).

**Summer hours** - When students aren't present the door access is modified. The front/main doors are open 7:00 am to 7 pm. The ground floor interior glass doors are locked during this time so you will need to use your campus card to unlock them.

## **Temporary Building Closings**

There are times when the building is on lockdown - Little 500, Thanksgiving, winter, and spring break. During these times you will need to use your access card to enter the building.

**Locked doors** – All Wing exterior doors are locked at all times. Once card is approved, it can unlock the South Wing exterior door for entry into the stairwell.

# Eigenmann Building Access continued

## Hallway doors

The 5<sup>th</sup> floor hallway entry doors that lead into the elevator area are unlocked Monday – Friday from 8:00 – 5:00. You can use either your room key or your campus access card to unlock them outside of those times.

The hallway doors leading to the stairwell are *always* locked. You will need to use your room key or access card to open.



# Office Space & Conference Rooms

**Office Space** - If you are assigned a room for your work space a room key or key code to access that space will be provided.

**Room key** – please see Lori, room 527 for a room key to your new space.

**Key code** – Some doors are equipped with a lockbox that stores the key inside. You will be given a key code to access the key to open the space.

**Conference Rooms** – There are three rooms located on the 5<sup>th</sup> floor to reserve for meeting space. Rooms 521, 525, & 532. Please email Lori at [loparker@Indiana.edu](mailto:loparker@Indiana.edu) to reserve these spaces. Please include date, timeframe, and for how many people will attend when reserving these rooms.

❖ TIDBIT - Room keys will also unlock the conference rooms mentioned above.



# Breakroom

The Center's breakroom is located on the west wing, room 522 & 524.

**Help us keep it clean!** - Please be respectful by washing your dishes, cleaning any spills/splatters in microwave, and countertop area. Also, remember the frig is for short term usage and remove your items on a weekly basis. There are labels on the frig for you to place your name and date when item is placed in frig to help keep things better organized.

**Water Cooler** – The water cooler is rented from an outside vendor that charges a fee for the equipment and water that we use. We charge \$.50/a glass or \$10/month for unlimited use – see Lori to become a monthly member.

**Donations** - There are communal items available in the breakroom - coffee, tea, sugar, etc. These items are not provided by the university or the center. They are purchased based on an honor system of donations. Please leave a small donation in the tin can located near the coffee area if you use any of these items. Donations are *greatly appreciated* and are needed to keep supplies available.

# Guidelines for Project Supplies

**Make sure to check with Lori on *ALL* purchases prior to buying any supplies!**

IU has policies in place regarding purchasing items or paying for services with IU funds. Lori can assist you in making sure you stay within those policies. Here are some basic things to know:

- Use an IU contracted vendor – otherwise IU Purchasing must approve using non-contracted vendor prior to each purchase
- Purchases should be tax exempt
- Out of pocket reimbursements must be pre-approved by Purchasing
- Restricted purchases: Alcoholic beverages, Flowers, items considered personal in nature, and retirement gifts

# Travel Policies

**Make sure to have an out of state trip authorized *before* traveling!!!**

## Travel Reimbursement **Deadline** Policy

Travelers will have 60 days from the return date of their trip in which to submit travel reimbursement claims.

Reimbursements submitted after this 60 day period will require written justification with travel receipts.

After 120 days from the return date of the trip, there will be no reimbursement.

## Travel Authorizations

Some trips must be authorized or approved prior to traveling.

- Instate travel – can be submitted after the trip (unless Motor Pool is needed or prepaid trip expenses are needed)
- Out of State travel – This type of trip must be authorized prior to traveling.
- International travel – This trip must also be authorized prior to traveling.

# Traveling with University Funds

There are several things to cover when it comes to traveling with IU funding. Included below is a few important facts that you should know:

- Original receipts are required to be turned in for reimbursement (electronic receipts can be emailed and used as originals). Parking, taxi, metro type receipts that are handed to you must be turned in to the department for audit purposes.
- Airfare guidelines: Economy class, departing and returning from Indianapolis International Airport. If your flight does not meet this criteria, please see or email Lori on how to proceed.
- Hotel prepaid by IU via Hotels.com – the email confirmation is needed for department records and for per diem purposes. See *Prepaid Expenses* for details.
- Hotel paid by traveler – original, itemized receipt required
- If traveler wishes to stay with family or friend; name, address, and telephone number of host must be provided to be reimbursed per diem.
- You must become an approved driver with [INLOCC](#) to use a rental car or your personal car, even when just driving to a local school or to the airport.

# Traveling with University Funds continued

- All out of pocket receipts need to show proof of payment(look for something like this included on receipt: *Method of payment - Visa card xxxx xxxx xxxx 1234*).
- Car rental – must have final itemized receipt – unable to accept pre-calculation or estimated receipt
- Parking at airport – travelers will be reimbursed for long term parking only.
- Baggage fee limit – up to 2 checked bags are allowed.
- When traveling **internationally with NSF funds**, you MUST follow the Fly America Act and use a U.S. Flag Carrier
- Combining personal time and business travel together is allowed as long as you keep things separated. Please check with Lori prior to booking your airfare if personal time will be included or not departing from the Indy airport.
- When splitting lodging expenses from different funding, each traveler will need to provide proof of their share to turn in for reimbursement.

# Prepaid Travel Expenses

**Registration** – registration can be prepaid through a couple of options:

- Option 1 - paid by check through IU's travel system
- Option 2 - by departmental credit card

**Lodging** – You can book your hotel directly through IU's [Hotels.com](#).

**Airfare** – Airfare expenses can be charged to IU's Air Card directly through IU's [Egencia](#) (*please note that Egencia is used for booking airfare only*).

You can also find those links through Travel Management's Home page under the [Quicklinks](#).

## **INFORMATION NEEDED for booking lodging or airfare direct:**

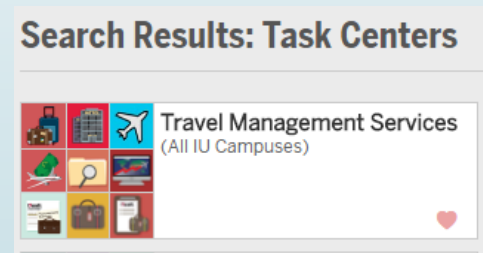
- You will need Trip ID number (Example: **T-EMP-1234**)
- Account number (example: **1234567**)
- Dept. Code: **EDUC**
- Campus Code: **BL**

# Travel Questions

## Questions regarding special travel circumstances?

- Ask Lori, [loparker@Indiana.edu](mailto:loparker@Indiana.edu) or stop by her office, room 527
- Check out Travel's website: <http://www.indiana.edu/~travel/index.shtml>
- Email Travel Management Services at [travelbl@Indiana.edu](mailto:travelbl@Indiana.edu)

❖ Tidbit: Want a 'one stop shop' for easy access to all the travel links? One.IU has an app for that. Just use the search bar in One.IU and type in *Travel Management Services*. Look under the second block, titled, *Search Results: Task Centers* and find the app with multiple pictures that looks like this:



Click on the heart in the bottom right-hand corner to make it your favorite.

Now, when you need to make travel arrangements or look up your trips, all travel-related services (Hotels.com, Egencia, etc.) are located within one app - just click on it to find the ones you need.

# Trash, Recycling, and Shredding

**Trash Disposal and Recycling** - Each office has a desk-side blue recycling bin with an attached smaller black “side car”. The large blue container is used for recyclable materials (paper, plastic, aluminum, etc.). *Each occupant is responsible* in disposing of these items in the larger recycling bins located in the elevator area and breakroom. The smaller black “side car” is used for soiled items or non-recyclable items and will be emptied by Eigenmann janitors twice a week; currently our schedule is Monday and Thursday.

❖ Tidbit: If you have a large quantity of broken down boxes to get rid of, please see Lori for disposal.

**Shredding** – Some information that projects obtain contain critical or sensitive information (SSN, credit or debit card numbers, bank account, State ID or driver’s license number, student loan or health information, passwords, PIN numbers, etc.) that requires to be destroyed or shredded properly. If you need to dispose of material that fit in this category, please check with Lori regarding the process.





# Contact Information

**Address:**

Indiana University / School of Education  
Center for Research on Learning and Technology  
1900 East 10<sup>th</sup> St. Eigenmann Hall 524  
Bloomington, IN 47406

**Telephone:** 812-856-5377

**Fax:** 812-856-0862

**Email:** [crlt@indiana.edu](mailto:crlt@indiana.edu)

**Website:** <http://crlt.indiana.edu/index.html>