Agenda

- ERE administration (Sandy)
- Lab Access & Outdoor Meetings (Sandy)
- Computers & System Access (Eric)
- I-9s, Mail & Current Office Space (Diane)
- Funding Sources & Restrictions (Thuy)
- Travel & Purchasing Pre-Approval (Yolanda)
- Reimbursement Process (Emily)
- Purchasing Process & Email Groups (Cerise)
- CAP Profiles & Department Newsletter (Lyrissa)
- Degree Program Overview (Joanna)
- Recruiting and Events (Arlene)

Note: This presentation provides an overview of detailed policies and procedures from the Stanford Bulletin and ERE Student Handbook. These source references should be consulted for any clarification and before taking any degree program actions.
ERE Administration collaborates with students, faculty, and research staff in pursuing the department’s academic goals. The office provides services and resources on policies and procedures regarding academic programs, research, funding, admissions, and recruiting.
Director
Sandy Costa

Student Services
Arlene Abucay
Diane Cisneroz
Joanna Sun

IT
Eric Liu

Research Group Administration
Battiato/Horne/Kovscek/Onori

Azevedo/Gerritsen/Mukerji/Tartakovsky

Benson/Brandt/Durlofsky/Tchelepi

Yolanda Banks
Finance

Lyrissa Roman
Web / Event / Purchasing

Samantha Mickens
Finance

Emily Gwynn
Web / Event / Purchasing

Thuy Nguyen
Finance

Cerise Burns
Web / Event / Purchasing
Lab Access

- Faculty advisor will submit a request if you need lab access.
- Currently, only faculty are allowed into office spaces. Student office space will be assigned once access is allowed.

Small Group Outdoor Meetings

- Academic purpose (student study groups, research group meetings, etc.).
- Up to 15 people.
- One person in charge, responsible for attendee list and ensuring restrictions are followed.
- Masks and social distancing required.
- Disinfect area before and after meeting.
- Bring your own chair or blanket to sit on.
- Students residing on campus should already have completed all of the necessary requirements.
- Students residing off campus must complete the health check.
Computers

Eric Liu
Senior Systems Administrator
ericliu8@stanford.edu
Mail, Offices and Visiting

- **Packages and Mail**
  - Please refrain from having personal packages/mail sent to the Department.
  - Once department related packages arrive, you will receive email notification, there is no notification for mail.
  - All mail and packages will be held in rm 131 at the Mitchell Building. Please use the door facing Panama Mall which is open 9:00-4:00 M-F.
  - Mailing/shipping address is:
    - Your Name
    - Energy Resources Engineering
    - 367 Panama Mall
    - Stanford CA 94305

- **Offices and Visiting Campus**
  - All students will eventually have one shared office and key assigned to them in either Mitchell or Green.
  - Email Sandy and copy Diane if there is a need to access either Mitchell or Green. Sandy needs to approve all building access and then either Sandy or Diane will need to escort you into the building.
  - Before arriving onsite, you will need to complete the COVID Hygiene training (EHS-2470 in Axess) and the online Stanford Health Check (if you live off campus healthcheck.stanford.edu). The health check needs to be done at least 1 hour prior to being on campus.
Thank you for being patient! Diane will be on campus today (Mitchell rm 131) from 12:00-4:00 to hand out your SWAG!

When you see Diane today, she will also ask to see the ID you submitted to her for your I-9. We need to prepare for Department of Homeland Security to not extend its interim Form I-9 procedures past November 19, 2020. For those who are in the US but remote, Diane will contact you with how to proceed.
Pop Quiz!!!

Do you need to do the Stanford Health Check before picking up a package at Mitchell or seeing Diane for your SWAG?
Funding Sources & Restrictions

- Funding from individual ERE faculty research groups and the department.
- Sponsored project awards from federal, state, for-profit, non-profits, and industries (Restricted spending)
- University grants (Restricted spending)
- Industrial Affiliate Programs - SCCS, SCERF, Smart Fields, SUPRI-A, SUPRI-B, SUPRI-D, SUPRI-Tides. Funding from corporate memberships. (Unrestricted - can be used for different categories of spending.)
- Gift funds (Unrestricted - can be used for different categories of spending, unless specified by donor.)
- ERE Department Grad Aid (Use for student fellowships)
Travel & Purchasing Pre-Approval

ERE Travel Certification and Fund Application Form

**BEFORE** making travel arrangements:

- Read carefully about which expenses are reimbursable and which are not.
  
  More info: [https://web.stanford.edu/group/fms/fingate/staff/reimburse/permissible_exp.html](https://web.stanford.edu/group/fms/fingate/staff/reimburse/permissible_exp.html)

- The ERE Travel Certification form needs to be approved and signed by your Advisor.

- Submit the (approved) ERE Travel Certification Form and Fund Application Form to your Finance Person for your Research Group (Yolanda, Thuy or Sam). Once you have their signature, you can make your travel arrangements.

*Travel is on hold with the exception of attending virtual conferences.*
Travel & Purchasing Pre-Approval

**Purchasing under $5,000**
- Please send an email to your Finance Person for your Research Group with your requested items. This approval is needed to purchase most things related to your research (anything not travel related)
- If a vendor will not accept a credit card, get a written quote from the vendor for the item(s) and submit for approval.

**Purchasing $5,000 and over**
- Any purchases $5,000 and above require a Purchase Order. Requests will need to go through the Finance Person for your Research Group for review and approval. They will submit a request to Stanford’s Procurement Dept to generate a Purchase Order.
Pop Quiz!!!

According to your Research Group, who is your Finance person?
(hint look on slide 4)
Reimbursement Process

Reimbursement for Conferences

To receive a reimbursement there are 3 actions to complete:

1. Send the following information and documents to your designated Administrator (Cerise, Emily, Lyrissa):
   - Travel Expense Report Form
   - All receipts associated with conference
   - Title of research (if presenting at a conference)

2. All receipts must contain the following information:
   - Date
   - Vendor name
   - Itemized listing
   - Payment method

3. Send your reimbursement documents as soon as possible. Reimbursements submitted more than 60 days after may be taxed.
Reimbursement Process

Reimbursement for Purchases

To receive a reimbursement for a purchase, there are 3 actions to complete:

1. Send the following information and documents to your designated Administrator (Cerise, Emily, Lyrissa):
   - All receipts associated with purchase
   - Confirmation from advisor for purchase

2. All receipts must contain the following information:
   - Date
   - Vendor name
   - Itemized listing
   - Payment method

3. Send your reimbursement documents as soon as possible. Reimbursements submitted more than 60 days after may be taxed.
Reimbursement Process

Current Student Resources
https://pangea.stanford.edu/ere/current-student-resources

- ERE Travel Reimbursement Guidelines
  - Important info for in-person travel
- Certification for Student Travel & Travel Fund Application Form
  - References how to write a business purpose
- Travel Expense Form
  - For tracking all travel info and expenses

At this time, due to COVID-19, travel is not allowed by Stanford University.
Pop Quiz!!!

Can I get reimbursed for approved purchases I made using my personal credit card?
Purchasing Process

PCard or Purchasing Card

Our department has several PCards (credit cards) that can be used for purchases.

Purchasing under $5,000

- Please send an email to your respective Finance person with your purchase request. Include the item, price, supplier, purpose, etc. and any approvals/necessary documentation. Once approved, then reach out to your Administrator to purchase the item(s).

- If a vendor does not accept a credit card, acquire a written quote from the vendor for the item(s) and submit to your Finance person and once approved, to your Administrator.

- Receipts are required for all purchases. Email receipts and any other necessary documentation to your Administrator.

- Note: For long-term lab projects requiring frequent purchases, talk to Yolanda, Thuy or Sam about different procedures which may work better for you.
Purchasing Process

TCard or Travel Card

Our department has several TCards (credit cards) that can be used towards virtual conferences.

Travel Expenses

- At this time, due to COVID-19, travel is not allowed by Stanford University. Travel funds may still be used to attend virtual conferences. Please make sure you have:
  1. ERE Travel Certification and Fund Application Form (2 pages)
  2. ERE Expense Report Form

- Submit the ERE Travel Certification and Fund Application Form to Yolanda, Thuy or Sam. Once you have their signature, contact your Admin to get the TCard information for your travel arrangements.
Purchasing Process Questions?

We know this is a very different time with research and purchasing/travel functions so if you have any questions regarding purchases or travel, let us know!

Finance Team:
Yolanda – yolandad@stanford.edu
Thuy – ttnguyen@stanford.edu
Sam – smickens@stanford.edu

Administrative Team:
Lyrissa – lnroman@stanford.edu
Emily – egwynn@stanford.edu
Cerise – cerise@Stanford.edu
Pop Quiz!!!

Who do you ask regarding use of a department credit card (PCard or TCard)?
Stanford Profile System

- University-wide profile system (https://profiles.stanford.edu/)
- Only maintained by YOU
- Maintain your profile in ONE place - Stanford Profiles System automatically feeds your entries into other websites.

More about Stanford Profiles: https://profiles.stanford.edu
More about privacy settings: https://stanfordyou.stanford.edu
More about Personal sites: https://uit.stanford.edu/guide/website/personal
Stanford Profile System

profiles.stanford.edu

stanfordyou.stanford.edu

STANFORD UNIVERSITY

Name & ID
- SUNet IDs: Inroman
- University ID: 60008088
- Legal name: Lynissa N Roman
- Preferred name: [none]
- Nicknames & other searchable [none] names:

Image
- Image: [view and update at Stanford ID Card]

Profile
- Profile: [none]

SU contact info
- ID mail code: 2220
- Email address: inroman@stanford.edu
- Secondary Email: [none]
- Web page: [none]
Quarterly ERE Newsletter

• Share news about the department

• Highlights in your research, awards, featured in articles on websites

• Email LNRoman@Stanford.edu to be included in the next newsletter.
Pop Quiz!!!
ERE Degree Requirements

MS: 45 units + MS Milestones + Research
PhD: 135 units + PhD Milestones + Research
  • At least 90 units taken at Stanford
  • 45 units from prior advanced degree or coursework
MS Milestones

- Program Proposal
  - During 1st quarter consult advisor on course plan
  - Determines additional training needs and readiness for research
- MS Thesis

PhD Milestones

- Qualifying Exam
  - During 4th quarter: part one is a written exam, and part two is an oral exam with committee of 3 faculty members (includes primary advisor)
  - Determines additional training needs and readiness for dissertation research
- Advance to Candidacy
  - Acknowledges potential to complete the degree requirements
  - Occurs after passing the qualifying exam
- Dissertation Reading Committee
  - Comprised of at least 3 faculty readers (includes primary dissertation advisor)
  - Readers can be from outside of ERE
- Oral Exam
  - Tests command of field and confirms fitness for scholarly pursuits
  - Defense of your dissertation
- Dissertation submission
ERE Degree Requirements

Enrollment

- 10 units each quarter of regular academic year (fall, winter, and spring)
- Focus on Area and field of concentration courses
- MS Students should enroll in Energy 361 for research units
- PhD students should enroll in Energy 363 for research units
- Students must enroll every quarter to maintain student status

Department Funding

- Covers 10 units of tuition and a salary stipend for AWS
- Pay Periods: Autumn 10/1-12/31; Winter 1/1-3/30; Spring 4/1-6/30
- Students are paid twice a month on 22nd (for first day of month to 15th) and 7th (for 16th to last day of the month)
- Please refer to fingate.stanford.edu if you have specific payroll or tax questions
- Students are responsible to monitor their own bill and to make sure that payments are posted by the University deadline
Transfer Credits for PhD

- Refers to graduate courses taken at another institution (i.e., outside of Stanford).

- Up to 45 quarter units of previous graduate work from accredited institution outside of Stanford or previously completed at Stanford may apply toward your 135 units.

- At least 33 of the 45 quarter units should be equivalent to Stanford courses (exact match not required):
  - 12 quarter units can be “non-parallel” credit, which includes:
    - Courses without Stanford equivalents
    - Research or thesis courses
    - Independent study courses

- Typically students transfer in units after the qualifying exam.

*MS students are not eligible to transfer in credits
Pop Quiz!!!

How many units are required for a PhD degree?
MS degree?
ERE Fall Recruiting

• Discuss summer internships with advisor

• Attend the info sessions

• Maintain professionalism & high ethical standards in your interviewing/negotiating

• Connect us to companies interested in ERE recruiting
Events

- Orientation Series
- Welcome Luncheon
- Halloween
- Holiday Party
- Career Spotlight
- Admit Day
- Awards Lunch/T-shirt Design Contest
- Commencement Lunch
- Summer Luau

*SPE Alumni Reunion: October 13th, 4pm

https://earth.stanford.edu/ere/events
Additional Resources

COVID-19 Updates
https://healthalerts.stanford.edu/covid-19/

ERE Forms and Student Handbook
https://earth.stanford.edu/ere/current-student-resources

Graduate Academic Policies and Procedures
http://gap.stanford.edu

University Student Affairs (Registrar’s office forms)
http://studentaffairs.stanford.edu/registrar/forms/grad

Vice Provost for Graduate Education
https://vpge.stanford.edu/gradgateway

Bechtel International
http://icenter.stanford.edu/

Title IX Office and Confidential Support Team

Wellness Network at Stanford
https://wellness.stanford.edu/