

---

## SOURCES FOR POLICY - MANUALS AND GUIDES

---

Manual/Guide	Source	Web site (If available)
Administrative Bulletin (published monthly)	Office of the Controller	<a href="http://www.controller.jhu.edu/admbull.htm">http://www.controller.jhu.edu/admbull.htm</a>
Office of Audits and Management Services Brochure	Office of Audits and Management Services	<a href="http://www.jhu.edu/~oams/index.html">http://www.jhu.edu/~oams/index.html</a>
AINQ Guide	Office of the Controller	<a href="http://infonet.welch.jhu.edu/admin/cufs/guide/AINQ/">http://infonet.welch.jhu.edu/admin/cufs/guide/AINQ/</a>
Business Travel and Expense Guide	Office of the Controller	<a href="http://128.220.185.18/images/Travel/titlepg.htm">http://128.220.185.18/images/Travel/titlepg.htm</a>
CAS (Cost Accounting Standards) 501, 502, 505, and 506	Office of the Controller	
Center for Training and Education	Center for Training	<a href="http://www.jhu.edu/~hr1/train/outline.html">http://www.jhu.edu/~hr1/train/outline.html</a>
Committee on Human Research Policies	SHPH - Office Of Research Administration	<a href="http://www.jhsph.edu/chr/policies.html">http://www.jhsph.edu/chr/policies.html</a>
Committee on Human Research Guidelines	SHPH - Office Of Research Administration	<a href="http://www.jhsph.edu/chr/guidelines.html">http://www.jhsph.edu/chr/guidelines.html</a>
Conflict of Commitment and Conflict of Interest	SOM - Advisory Committee on Conflict of Interest	<a href="http://infonet.welch.jhu.edu/policy/fac_pol_man/fac_pol.html">http://infonet.welch.jhu.edu/policy/fac_pol_man/fac_pol.html</a>
Conflict of Interest	Office of the Provost	<a href="http://resource.ca.jhu.edu/conflicin.html">http://resource.ca.jhu.edu/conflicin.html</a>
Conflicts of Interest and Commitment	SHPH - Office of the Dean	<a href="http://www.jhsph.edu/Research/IPG/nsppm4.htm">http://www.jhsph.edu/Research/IPG/nsppm4.htm</a>
CUFS	Office of the Controller	<a href="http://www.controller.jhu.edu">http://www.controller.jhu.edu</a>
Departmental Confirming Purchase Order (DCPO) Guidelines	Office of Purchasing Services	<a href="http://www.jhu.edu/~purchasing/DCPO/DCPO_main.html">http://www.jhu.edu/~purchasing/DCPO/DCPO_main.html</a>
Deposit Transmittal Form	Office of the Controller	<a href="http://www.controller.jhu.edu/uforms/C90.pdf">http://www.controller.jhu.edu/uforms/C90.pdf</a>
Disclosure Statement	Office of the Controller	<a href="http://www.controller.jhu.edu/casbds2.pdf">http://www.controller.jhu.edu/casbds2.pdf</a>
DIST Guide	Office of the Controller	
EB-14 Users Guide	Office of the Controller	<a href="http://128.220.185.18/images/EB14/EB14/frame.htm">http://128.220.185.18/images/EB14/EB14/frame.htm</a>
EB-15 Users Guide	Office of the Controller	<a href="http://128.220.185.18/images/EB15/EB15/frame.htm">http://128.220.185.18/images/EB15/EB15/frame.htm</a>
Electronic Personnel and Payroll Information User's Guide (E-200)	Office of the Controller	<a href="http://128.220.185.198:5000/MCGI/SEND1^WEBU TLTY(317,46)/652946837">http://128.220.185.198:5000/MCGI/SEND1^WEBU TLTY(317,46)/652946837</a>

---

## SOURCES FOR POLICY - MANUALS AND GUIDES

---

Manual/Guide	Source	Web site (If available)
Electronic Supplemental Pay User's Guide	Office of the Controller	<a href="http://128.220.185.18/images/ESUP/ESUP/frame.htm">http://128.220.185.18/images/ESUP/ESUP/frame.htm</a>
Equipment & Space Accounting Guide	Office of the Controller	<a href="http://128.220.185.18/images/Equipment/Titlepg.htm">http://128.220.185.18/images/Equipment/Titlepg.htm</a>
Fair Labor Standard Act - various memos	Human Resources	
FAR (Federal Acquisition Regulations)	Office of the Controller	<a href="http://www.arnet.gov/far/">http://www.arnet.gov/far/</a>
FAS Guide Publication 6 - Understanding the CUFS Monthly Statements	Office of the Controller	<a href="http://infonet.welch.jhu.edu/admin/cufs/fas_guide.html">http://infonet.welch.jhu.edu/admin/cufs/fas_guide.html</a>
Financial and Information Technology	Hopkins Information Technology Services	<a href="http://jhworld.jhu.edu/admin/training">http://jhworld.jhu.edu/admin/training</a>
Fraud in Research	SHPH - Office of the Dean	<a href="http://www.jhsph.edu/ora/fraud.html">http://www.jhsph.edu/ora/fraud.html</a>
HR Today	Human Resources	<a href="http://www.jhu.edu/~hrtoday/">http://www.jhu.edu/~hrtoday/</a>
Information Systems -SHPH policies	SHPH - User Support Team	<a href="http://www.jhsph.edu/is/policies.html">http://www.jhsph.edu/is/policies.html</a>
Independent Contractors and Consultants Guide	Office of the Controller	<a href="http://128.220.185.18/images/Indepcon/Titlepg.htm">http://128.220.185.18/images/Indepcon/Titlepg.htm</a>
Institutional Review Board for Human Subject Research for Bayview Medical Center	SOM - Institutional Review Board	<a href="http://infonet.welch.jhu.edu/research/jhbmc-irb/">http://infonet.welch.jhu.edu/research/jhbmc-irb/</a>
IRS Web Site		<a href="http://www.irs.gov">http://www.irs.gov</a>
Intellectual Property Guidelines	SOM -Technology Licensing	<a href="http://infonet.welch.jhu.edu/policy/intellectual_prop_guide/som_intpol.html">http://infonet.welch.jhu.edu/policy/intellectual_prop_guide/som_intpol.html</a>
Intellectual Property Policy & Guidelines	SHPH - Associate Dean for Corporate Affairs	<a href="http://www.jhsph.edu/Research/IPG/nstoc.htm">http://www.jhsph.edu/Research/IPG/nstoc.htm</a>
Joint Committee on Clinical Investigation (JCCI)	SOM - Institutional Review Board	<a href="http://infonet.welch.jhu.edu/research/jcci/index.html">http://infonet.welch.jhu.edu/research/jcci/index.html</a>
JHMI General Network Administration Standards	JHMCIS Network Services	<a href="http://jhmcis.med.jhu.edu/">http://jhmcis.med.jhu.edu/</a>
Object Code Guide	Office of the Controller	<a href="http://www.controller.jhu.edu/objguide.htm">http://www.controller.jhu.edu/objguide.htm</a>
OMB Circular A-110	Office of the Controller	<a href="http://www.whitehouse.gov/omb/circulars/a110/a110.html">http://www.whitehouse.gov/omb/circulars/a110/a110.html</a>

---

## SOURCES FOR POLICY - MANUALS AND GUIDES

---

Manual/Guide	Source	Web site (If available)
OMB Circular A-133	Office of the Controller	<a href="http://www.whitehouse.gov/omb/circulars/a133/a133.html">http://www.whitehouse.gov/omb/circulars/a133/a133.html</a>
OMB Circular A-21	Office of the Controller	<a href="http://www.whitehouse.gov/omb/circulars/a021/a021.html">http://www.whitehouse.gov/omb/circulars/a021/a021.html</a>
Online Electronic Document Manuals	Office of the Controller	<a href="http://128.220.185.198:5000/MCGI/SEND1^WEBU TLTY(317,46)/652946837">http://128.220.185.198:5000/MCGI/SEND1^WEBU TLTY(317,46)/652946837</a>
Payroll Policies and Procedures	Payroll Office	<a href="http://128.220.185.198:5000/MCGI/SEND1^WEBU TLTY(317,46)/652946837">http://128.220.185.198:5000/MCGI/SEND1^WEBU TLTY(317,46)/652946837</a>
Personnel Activity Reporting Training Materials	Office of the Controller	
Personnel Policy Manual	Office of the Controller	<a href="http://www.jhu.edu/~hr1/pol-man/contents.html">http://www.jhu.edu/~hr1/pol-man/contents.html</a>
Petty Cash Guide	Office of the Controller	<a href="http://128.220.185.18/images/Pettycash/Titlepg.htm">http://128.220.185.18/images/Pettycash/Titlepg.htm</a>
Policies and Guidelines Governing Appointments, Promotional and Professional Activities of the Full-Time Faculty of the JHU SOM (Gold Book)	SOM - Assoc. Dean for Academic Affairs	<a href="http://infonet.welch.jhu.edu/policy/goldbook/">http://infonet.welch.jhu.edu/policy/goldbook/</a>
Policies and Guidelines Governing Appointments, Promotional and Professional Activities of the Part-Time Faculty of the JHU SOM (Blue Book)	SOM - Assoc. Dean for Academic Affairs	<a href="http://infonet.welch.jhu.edu/policy/bluebook/bb_contents.html">http://infonet.welch.jhu.edu/policy/bluebook/bb_contents.html</a>
Policies for Student Use of Shared Information Technology Resources	Hopkins Information Technology Services	<a href="http://www.jhu.edu/~hcic/guidelines/">http://www.jhu.edu/~hcic/guidelines/</a>
Private Agency Regulations	Divisional Research Admin. Offices	
Procedure for Salary Cost Transfers	Office of the Controller	<a href="http://www.controller.jhu.edu/payrolltrans.htm">http://www.controller.jhu.edu/payrolltrans.htm</a>
Procedures for Dealing with Issues of Professional Misconduct	SOM - Executive Vice Dean	<a href="http://infonet.welch.jhu.edu/policy/fac_pol_man/fac_pol2.html">http://infonet.welch.jhu.edu/policy/fac_pol_man/fac_pol2.html</a>
Procurement Card Policies and Procedures Guide	Office of Purchasing Services	<a href="http://www.jhu.edu/~purchasing/Easy.html">http://www.jhu.edu/~purchasing/Easy.html</a>
Purchasing Guidelines	Office of Purchasing Services	<a href="http://www.jhu.edu/~purchasing/policies.html">http://www.jhu.edu/~purchasing/policies.html</a>
REQN Guide	Office of Purchasing Services	<a href="http://www.jhu.edu/~purchasing/reqn/index.html">http://www.jhu.edu/~purchasing/reqn/index.html</a>

---

## SOURCES FOR POLICY - MANUALS AND GUIDES

---

Manual/Guide	Source	Web site (If available)
Research Administration Handbooks Homewood Administration School of Hygiene  School of Medicine	Homewood Research Admin SHPH - Ofc of Research Admin SOM - Office of Research Admin	<a href="http://resource.ca.jhu.edu/~hra">http://resource.ca.jhu.edu/~hra</a> <a href="http://www.jhsph.edu/ora/">http://www.jhsph.edu/ora/</a>  <a href="http://infonet.welch.jhu.edu/admin/spons_project/handbook/">http://infonet.welch.jhu.edu/admin/spons_project/handbook/</a>
Revenue Source Code Guide	Office of the Controller	<a href="http://www.controller.jhu.edu/revguide.html">http://www.controller.jhu.edu/revguide.html</a>
Rules & Guidelines for Responsible Conduct of Research	SOM -Vice Dean for Research	<a href="http://infonet.welch.jhu.edu/policy/fac_pol_man/fac_pol1.html">http://infonet.welch.jhu.edu/policy/fac_pol_man/fac_pol1.html</a>
Safety Policy and Procedure Manual	Office of Safety & Environmental Health	<a href="http://jhuniverse.jhu.edu/~safety/manuals/univ.txt">http://jhuniverse.jhu.edu/~safety/manuals/univ.txt</a>
Salary Administration Program - Classification Guide	Human Resources	
Sales Tax	Office of the Controller	<a href="http://www.controller.jhu.edu/TAXOFFI0/Home.htm">http://www.controller.jhu.edu/TAXOFFI0/Home.htm</a>
Service Centers and Revolving Accounts Guide	Office of the Controller	<a href="http://128.220.185.18/images/Servicecenters/titlepg.htm">http://128.220.185.18/images/Servicecenters/titlepg.htm</a>
SOM Web Site		<a href="http://infonet.welch.jhu.edu/som/research">http://infonet.welch.jhu.edu/som/research</a>
SOM Sponsored Research Newsletter	SOM - Office of Research Admin.	<a href="http://infonet.welch.jhu.edu/research/spon_research/">http://infonet.welch.jhu.edu/research/spon_research/</a>
Special Administrative Bulletin - Sponsored Account Inactivation	Office of the Controller	<a href="http://www.controller.jhu.edu/BULLETIN/specbull.htm">http://www.controller.jhu.edu/BULLETIN/specbull.htm</a>
State and Local Government Regulations	Divisional Research Admin. Offices	
Student Employment Manual	Ofc. of Student Employment and Payroll Services	<a href="http://www.jhu.edu/~stujob/">http://www.jhu.edu/~stujob/</a>
Student Tax Information	Office of the Controller	<a href="http://www.controller.jhu.edu/TAXOFFI0/Home.htm">http://www.controller.jhu.edu/TAXOFFI0/Home.htm</a>
Supervisor's Guide for Orientation	Divisional Human Resources Offices	

---

## SOURCES FOR POLICY - MANUALS AND GUIDES

---

<b>Manual/Guide</b>	<b>Source</b>	<b>Web site (If available)</b>
Supervisor's Guide to Performance Management	Divisional Human Resources Offices	
Tax	Office of the Controller	<a href="http://www.controller.jhu.edu/TAXOFFI0/Home.htm">http://www.controller.jhu.edu/TAXOFFI0/Home.htm</a>
Technology Transfer	Homewood Research Admin	<a href="http://ReSource.ca.jhu.edu/">http://ReSource.ca.jhu.edu/</a>
University Policy of Software Duplication	Office of General Counsel	<a href="http://jhuniverse.jhu.edu/www/jhuniv/software.html">http://jhuniverse.jhu.edu/www/jhuniv/software.html</a>
Use of Experimental Animals at JHU	Division of Comparative Medicine	<a href="http://infonet.welch.jhu.edu/research/animal.res/animal/">http://infonet.welch.jhu.edu/research/animal.res/animal/</a>
VISA Procurement Card Policies & Procedure Guide - EASY	Office of Purchasing Services	<a href="http://infonet.welch.jhu.edu/admin/purchasing/Easy.html">http://infonet.welch.jhu.edu/admin/purchasing/Easy.html</a>
Weekly Payroll Policy and Procedures	Office of the Controller	