# Economy for doctoral fellows

(Employed in recruitment position at OsloMet - Faculty of SAM)

**Accounting projects**

All doctoral fellows who have been employed in a recruitment position at OsloMet, Faculty of Social Sciences (funded by OsloMet itself) have their own project account. From 2017 all projects start with 20 plus four digits (ex. 200439). The project will normally have a name like this: Recr.stip. OsloMet + your name, which means that you have your own project account.

All projects are linked to budget units. The current ones are:

* 15271 The doctoral program in library and information science
* 15571 Doctoral degree program in social work and social policy
* 15300 Department Management Journalism and Media Studies
* 15600 Department Management The Norwegian School of Management

**Accounting / «shadow accounting» / own overview**

The project account includes all costs related to your doctoral project - both salary and operating costs. All doctoral fellows who have been employed in a recruitment position at OsloMet have their own operating assets (“driftsmidler”) at their disposal. For ongoing projects, this amounts to NOK 75 000 for the entire PhD period, regardless of the length of the PhD period and budget year. This is a maximum sum, but it is possible to apply for other funds (see below). The faculty administration keeps the accounts for both the operating costs and for the salary costs, but you should set up a "shadow account" to keep an overview of your own use of the assets.

In UBW Web you will find updated accounts for your project. You can contact your finance administrative employee at any time to check that your overview is correct, but they have best access to this year's costs and not what you have used in previous years, so it is recommended that you have your own "shadow account" / own overview. You should start with this as soon as you start your fellowship period. Your finance contact persons are:

* Svein Amund Skara (sveinsk (at) oslomet.no) for 15271 and 15300
* Baki Vurucu (bakivu (at) oslomet.no) for 15571 and 15600.

Remember that you should only have an overview of your fixed assets, and not labor costs.

**The following guidelines for the use of fixed assets are set up by the dean of the faculty:**

All internally funded doctoral fellows receive NOK 75 000 to cover operating costs.

a) The operating funds can be used for purposes that are relevant and related to the work with the doctoral program: books, travel, publishing, proof reading, etc.

b) The operating funds shall normally be used during the employment as a doctoral fellow.

c) If you do have some funds left when your employment at SAM ends, the following applies:

 - unused funds can be used for the dissertation, as long as you are in the doctoral program. A written agreement must be made stating the amount, purpose and dates.

- after your dissertation, any unused funds will be confiscated. The main exception is if you have made an agreement of dissemination before your public defense, then funds for this purpose can still be used, i.e. presenting a paper at a conference. These funds are then transferred to the department, and the costs are charged there. Another exception is if you have plans for, but not an agreement on mediation. You can then apply to the Head of department to dispose of a certain amount for this within a certain time after your public defense. This application must be sent to the head of department before your employment ends, and if granted, funds are transferred to the department where the costs are charged.

**Other means**

It is possible to apply for other funds from the institution, such as [international scholarship](https://ansatt.oslomet.no/en/study-abroad-scholarship) from OsloMet, or [Erasmus+](https://ansatt.oslomet.no/en/erasmus-staff-exchange) grants. To some limited extent ,support for [transcription and proof reading](https://ansatt.oslomet.no/intern-soknadsordning-for-publiseringsstotte) may be applied from the SAM faculty.

**How to order**

All orders must be pre-approved by your leader (Head of department: ABI, JM and HHS, and by the PhD leader for SF). Travels must be approved electronically in the travel invoice system, and they are booked with Egencia via their online solution.

All other orders are done via "My Order" on OsloMet's website. You must provide a reference when ordering, which is your cost center for your unit:

ABI - 5200
JM - 5300
SF - 5571
HHS - 5600

**Externally funded doctoral research fellows**

Those of you who are employed in doctoral fellowships in externally funded projects do not normally have your own accounting project, neither for salaries nor operating assets. This will be included as part of the accounts in the externally financed project. Normally, there are no earmarked operating assets for external research fellows, but you must get your operating costs covered from the project's operating assets. Such use must be approved by the project manager (and Head of the department).

The rules for ordering also applies for external financed PhD students, but there will be other references and project numbers. You can get information about this from your finance administrative employee, see above under section Accounting.

April 23, 2020 Knut Sverre Bjørndalen Røang