



Hunt Institute for Botanical Documentation
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The Hunt Institute Archives contains hundreds of thousands of pages of historical content, writing and images, created by thousands of individuals connected to the botanical sciences. Due to the wide range of time and social context in which these materials were created, some of the collections contain material that reflect outdated, biased, offensive and possibly violent views, opinions and actions. The Hunt Institute for Botanical Documentation does not endorse the views expressed in these materials, which are inconsistent with our dedication to creating an inclusive, accessible and anti-discriminatory research environment. Archival records are historical documents, and the Hunt Institute keeps such records unaltered to maintain their integrity and to foster accountability for the actions and views of the collections' creators.

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About the Institute

The Hunt Institute for Botanical Documentation, a research division of Carnegie Mellon University, specializes in the history of botany and all aspects of plant science and serves the international scientific community through research and documentation. To this end, the Institute acquires and maintains authoritative collections of books, plant images, manuscripts, portraits and data files, and provides publications and other modes of information service. The Institute meets the reference needs of botanists, biologists, historians, conservationists, librarians, bibliographers and the public at large, especially those concerned with any aspect of the North American flora.

Hunt Institute was dedicated in 1961 as the Rachel McMasters Miller Hunt Botanical Library, an international center for bibliographical research and service in the interests of botany and horticulture, as well as a center for the study of all aspects of the history of the plant sciences. By 1971 the Library's activities had so diversified that the name was changed to Hunt Institute for Botanical Documentation. Growth in collections and research projects led to the establishment of four programmatic departments: Archives, Art, Bibliography and the Library.

4-03119-

UNIVERSITY OF PENNSYLVANIA
Office of Project Research and Grants
Digest of Terms of Contract or Grant for Research Project

CONTRACT NO: GN-41 PRINCIPAL INVESTIGATOR: Dr. I.K. Langman
ACCOUNT CODE NO: 4-03119-3-6234 UNIVERSITY DEPARTMENT: Biology
SPONSOR: National Science Foundation. TYPE OF CONTRACT: Grant
TITLE: A selected Guide to the Literature on the Flowering Plants of Mexico. AMOUNT OF CONTRACT: \$30,100
DURATION OF CONTRACT: 10/1/62 to 9/30/63 OVERHEAD: 20% (\$5016) *over*

REPORTS, INVOICES: Scientific Reports: Annual and final
Financial Reports: Semi-annual and final

BUDGET: A University budget covering these funds should be prepared and submitted through regular channels.

TRAVEL: To be authorized by: Per Diem \$ _____ on a quarter day basis or, actual subsistence not to exceed \$ _____ per day if supporting receipts accompany claim.
Automobile reimbursement: _____ \$ per mile.

APPROVALS: Prior approval must be obtained for subcontracts and purchase orders that fall in categories checked below:

- Insurance.
- Exceed \$500., \$1,000.
- Involve research or development.
- Provide for building alteration or construction.
- Overtime pay.
- Foreign purchases.
- Travel to Scientific Meetings and all foreign travel. Federal transportation taxes may not be paid with grant funds. Exemption certificates available at Comptroller's office.

SPECIAL
BUDGET INSTRUCTIONS
ATTACHED

EMPLOYEE BENEFITS: ^X Major budget deviations. 83 of salaries and wages should be budgeted for Employee Benefits.

PUBLICATIONS: Copyrighted material shall carry byline granting sponsor royalty-free right of reproduction and shall acknowledge sponsor's support. X

PATENTS: Any patentable invention to be reported to sponsor. X

PROPERTY: Title to property purchased with sponsor's funds rests with University. Accurate records must be kept of all non-expendable items purchased with contract or grant funds.

OTHER: Unexpended balance reverts to the foundation, four (4) reprints of each publication to be forwarded to foundation.

NOTE: Accounting Code 4-03119-3-6234 has been assigned to this project. Please use this number on all requisitions, invoices, etc. to be charged against these funds.

DISTRIBUTION: File
Comptroller, Attn: Miss Rennard, w/cy contract
Principal Investigator Dr. Langman ✓ "
Dean Springer
Purchasing Dr. Erickson

AAB:pm 10/5/62

EXPLANATORY SHEET

CODE NO.	4	03119	3-6234
	NSF GN-41		DEPT. FUND
NAME OF DEPT., FUND, GRANT, OR CONTRACT NO.			
FISCAL YEAR 10-1-62 to 9-30-63			
<small>(STATE BUDGET PERIOD IF OTHER THAN FISCAL YEAR)</small>			

(List items consecutively as they appear in the Budget Proposals and indicate the reference number in column "Expl. Ref. No." on budget sheets. Itemize proposals for equipment appropriations on this sheet.)

1. Mrs. White is being appointed for a six-month period at the annual FT rate of \$3,000.
2. This amount is to cover all expenses incurred by the University of Pennsylvania Press in the printing of the bibliography which is being prepared by Mrs. Langman, including costs of printing, advertising, editor's salary, etc.

UNIVERSITY OF PENNSYLVANIA

OFFICE OF THE COMPTROLLER

REQUEST FOR PAYMENT IN CASH AND/OR ADVANCE ALLOWANCE FOR TRAVEL

14882

Date: _____

COMPTROLLER:

Please pay to _____ cash in the amount of \$ _____

for the purpose set forth below (check applicable section):

For incidental services or expenditures incurred in the conduct of official business. (Please attach all receipted bills, vouchers, etc.)

Explain: _____

As an advance allowance for travel to _____

on or about _____ 19 _____ to _____ 19 _____

Payment is preferred by check cash

Charge Budget _____

CODE:	CL. DEPT.	ACCT.	FUND	AMOUNT
4	0319	8990	41181	

APPROVED: _____

PAYEE _____

COMPTROLLER'S AUTHORIZATION _____

BUDGET ADMINISTRATOR _____

RECEIPT IN CASH OF THE AMOUNT INDICATED ABOVE IS HEREBY ACKNOWLEDGED.

PAYEE (TO BE SIGNED AT CASHIER'S WINDOW) _____

NOTE: NOT VALID FOR AMOUNTS IN EXCESS OF \$100.00.

(PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS)

UNIVERSITY OF PENNSYLVANIA

Supplemental Budget Sheet

Attach to ONE copy of each Budget

Code No. 4-03119-3-6234
Class Dept. Fund

Please answer each of the following questions. Further information is required when any question is answered "Yes" and this information should be typed on all copies of the regular pink "Explanatory Sheet" not on this Supplemental Budget Sheet. Do not type anything on this page except the "Yes" or "No" answer to the questions and the budget code number.

1. Is any person paid on this budget being paid on another budget? Yes No (If answer is "Yes," please indicate for each such person (a) the other budget(s) on which he is paid and (b) the salary paid on each budget.)
2. If the answer to question (1) is "Yes," does the total salary for any person who is paid from other budgets exceed the limit set by the "Interim Policy Concerning Research Salaries"? (This policy was published June 14, 1961 and became effective July 1, 1961) Yes No (If answer is "Yes," please explain.)

The following questions apply only to budgets for research contracts and grants.

3. Will building alterations be required? Yes No (If answer is "Yes," please explain and indicate sources of funds.)
4. Are matching funds required from the University? Yes
No (If answer is "Yes," please explain.)

EXPLANATORY SHEET

CODE NO.	4	03119	3-6234
	CL.	DEPT.	FUND
NSP GR-41			
NAME OF DEPT., FUND, GRANT, OR CONTRACT NO.			
FISCAL YEAR 10-1-62 to 9-30-63			
(STATE BUDGET PERIOD IF OTHER THAN FISCAL YEAR)			

(List items consecutively as they appear in the Budget Proposals and indicate the reference number in column "Expl. Ref. No." on budget sheets. Itemize proposals for equipment appropriations on this sheet.)

1. Mrs. White is being appointed for a six-month period at the annual FT rate of \$3,000.
2. This amount is to cover miscellaneous expenses incurred by the University of Pennsylvania Press in the printing of the bibliography which is being prepared by Mrs. Langman, including costs of printing, advertising, editor's salary, etc.

UNIVERSITY of PENNSYLVANIA

A-3 PERSONNEL BUDGET MEMORANDUM

It is understood that the employment, salary change, promotion or transfer requested below has already been discussed with and has the preliminary approval of the Personnel Department.

(1) DATE 10-22-62	SOC. SEC. NO. On file ----- (terminated 5-1-61)	INCOME TAX EXEMPTION	EFFECTIVE PAYROLL DATE Oct. 22, 1962	SPACES ENCLOSED BY HEAVY RULE RESERVED FOR COMPTROLLER
(2) NAME WHITE Ann <small>LAST FIRST MIDDLE</small>				
(3) UNIV. ADDRESS Botanical Laboratories				
(4) HOME ADDRESS 503 Cedar Avenue, Pitman, N.J.				
(5) SCHOOL AND DEPT. College - Division of Biology				
(6) NATURE OF ACTION APPOINTMENT				

FROM

(7) POSITION TITLE	POS. NO.	ANNUAL SALARY	CLASS	DEPT.	ACCT.	FUND	SEMI. MO. SAL.
NAME OF BUDGET	POS. NO.	ANNUAL SALARY	CLASS	DEPT.	ACCT.	FUND	SEMI. MO. SAL.
NAME OF BUDGET	POS. NO.	ANNUAL SALARY	CLASS	DEPT.	ACCT.	FUND	SEMI. MO. SAL.
NAME OF BUDGET	POS. NO.	ANNUAL SALARY	CLASS	DEPT.	ACCT.	FUND	SEMI. MO. SAL.

TO

(8) POSITION TITLE	POS. NO.	ANNUAL SALARY	CLASS	DEPT.	ACCT.	FUND	SEMI. MO. SAL.
Clerk-Typist II		3000					
NSF GS-41		\$1,500					
(This is a 6-month appointment Annual FF rate of \$3,000)							
NAME OF BUDGET	POS. NO.	ANNUAL SALARY	CLASS	DEPT.	ACCT.	FUND	SEMI. MO. SAL.
NAME OF BUDGET	POS. NO.	ANNUAL SALARY	CLASS	DEPT.	ACCT.	FUND	SEMI. MO. SAL.
NAME OF BUDGET	POS. NO.	ANNUAL SALARY	CLASS	DEPT.	ACCT.	FUND	SEMI. MO. SAL.

(9) TRANSFER OF FUNDS (EXPLAIN)

(FOR USE IN TERMINATION ONLY)

(10) REASON FOR TERMINATION _____

(11) FORWARDING ADDRESS _____

(12) VACATION ALLOWANCE FOR CURRENT YEAR ALREADY RECEIVED: _____ DAYS

RECOMMENDED: _____ APPROVED: _____

Ida K. Langman
BUDGET ADMINISTRATOR

DEAN OR DIRECTOR

DEPARTMENT CHAIRMAN

DIRECTOR OF PERSONNEL

OFFICE OF DEAN OR DIRECTOR

UNIVERSITY INTRAMURAL CORRESPONDENCE

TO: Principal Investigators on USPHS, NSF, and other Grants
FROM: F. Haydn Morgan, Director, Project Research and Grants
DATE: November 16, 1962

In the past the University has been allowed to obtain reimbursement from grants for its contribution to Employee Benefits made on behalf of personnel assigned to the grant. We have attempted to make an actual computation of the exact amount assignable to each grant, however, this has been difficult and grows more so as the number of projects continues to increase.

Although it is difficult to ascertain the exact amount of such charges which should be made against a particular grant, the total annual cost to the University is known and it is relatively easy to compute the exact percentage of salaries and wages. The use of an average figure has been approved by the Government. The audited percentage for 1961-62 was 9.3% of total salaries and wages.

The following are the major items included in Employee Benefits:

- TIAA Retirement Program (7.5% of salaries)
- Social Security (3.625% of salaries and wages up to \$4,800 as of Jan. 1, 1963)
- A-3 Employee Retirement Program
- Tuition privileges for the faculty, employees, and dependents
- Group Insurance Program
- Workmen's Compensation
- Major Medical Insurance

In order for the University to be in a position to meet its financial obligations under these programs, it is imperative that funds be provided in all University grant budgets for this purpose. Funds in the amount equal to 9.3% of salaries and wages must be included in applications for grants.

The foregoing applies to grants and contracts from any agency which does not provide for full reimbursement of indirect costs.

If you have any questions concerning this matter, please feel free to call this office or the Comptroller.

THE DIVISION OF BIOLOGY

Budget Summary

4-03119 3-6234

Name and Code of Grant N.S.F. GN-41 Administrator I. Langman

Total Funds Appropriated _____ Duration of Contract _____

Amount Budgeted \$30,100 Duration of Budget 10-1-1962 to 9-30-1963

On the basis of the Comptroller's statement of March 29, 1963 a summary of this budget indicates:

	Budget Allocation	Expenditures	Estimated Commitments	Balance
A-1 Salaries				
A-2 Salaries	\$4,000	\$1,999.98	\$2,000.02	
A-3 Salaries	\$1,500	\$1,336.49	\$163.51	
A-4 Salaries				
Current Expense	Sub-total	\$20,217	\$71.04	\$20,145.96
	Overhead	\$3,926	\$3,926.00	
	Benefits	\$457	\$490.00	\$33.00 CR*
Equipment				
TOTALS	\$30,100	\$7,823.51	\$2,163.53	\$20,112.96

Comptroller's Balance: \$22,276.49

Estimated Commitments: \$2,163.53

Corrected Balance: \$20,112.96

Remarks:

Due to a lack of information pertaining to salaries, you will note that I am only assuming that you have committed all of the funds allocated for salaries.

Date April 24, 1963

Signed *Carl R. Hake*

THE DIVISION OF BIOLOGY

Budget Summary

4-03119 3-6234

Name and Code of Grant N.S.F. GN -41 Administrator Ida K. Langman

Total Funds Appropriated _____ Duration of Contract _____

Amount Budgeted \$30,100 Duration of Budget 10-1-1962 to 9-30-1963

On the basis of the Comptroller's statement of April 30, 1963 a summary of this budget indicates:

	Budget Allocation	Expenditures	Estimated Commitments	Balance
A-1 Salaries				
A-2 Salaries	\$4,000	\$2,333.31	\$1,666.69	
A-3 Salaries	\$1,500	\$1,519.15		\$19.15 CR*
A-4 Salaries				
Current Expense	Sub-total	\$20,217	\$19,500.00	\$645.96
	Overhead	\$3,926	\$3,926.00	
	Benefits	\$457	\$490.00	\$1.70**
Equipment				
TOTALS	\$30,100	\$8,339.50	\$21,168.39	\$592.11

Comptroller's Balance: \$21,760.50

Estimated Commitments: \$21,168.39

Corrected Balance: \$592.11

Remarks: ** A. There will be additional Employee Benefits taken out--due to the additional expenditure in A-3 Salaries. Employee Benefits are taken out at a rate of 8.9% of the total expenditure.

Date June 12, 1963

Signed *Carol A. Tucker*

BIOLOGY DEPARTMENT

REQUISITION REQUEST

BUDGET OR GRANT NUMBER

QUANTITY	CATALOGUE NO.	DESCRIPTION	SUPPLIER	EST'D COST
		Typewritten drawing Royal Standard	A. Esposto 1317 archs. (Lo 3-9986)	13.50

DATE

12/6/63

SIGNATURE

Lda & Langman

INFORMATION ON ORDERING:

If this request is for material that will become a permanent addition to this Department's equipment, furnishings, collections, etc. or is for replacement parts for such non-expendable items, please so indicate in the Description column with the letters "NE".

When completed, forward this request to Mrs. Hucke, Room 103 Leidy Laboratory. Within 24 hours it will be returned to you with a formal typed requisition. Please compare the typed copy with your original and thereafter arrange for its approval by the appropriate budget administrator. Next forward it in the envelope provided to the Purchasing Department. This is your last involvement in our procurement procedure, however, in error you may occasionally receive other forms, or correspondence concerning this purchase. In all such cases please route them to Mrs. Hucke.

It is possible to side step the above procedure and verbally order for immediate delivery or pick up items that are urgently needed. University policy, however, dictates that these purchases generally should not exceed \$25 in any one instance and further should be secured only in cases of genuine emergency. Mrs. Hucke (Ext. 7133) will be pleased to handle these emergency purchases for you.

An even faster method of emergency buying is to use our petty case fund; here again, however, individual purchases are limited and may not exceed \$10. Mrs. Hucke also handles petty cash. The advantage here is that if your expenditure is allowed under one of our budgets you can first purchase the item yourself and later see Mrs. Hucke for reimbursement.

The attached item is being ordered directly by the Biology Department rather than through the University Purchasing Organization. There will therefore be no formal typed requisition for you to sign and forward to them. In lieu of this please check the attached purchase order with your original request and have the appropriate budget administrator sign it. Thereafter seal it in the envelope provided and place in the OFF CAMPUS mailbox.

Thank you

This arrangement has been initiated by the Purchasing Department to lessen the number of some types of small orders going through their office.

GRANT BUDGET SUMMARY

Biology Department, University of Pennsylvania

AS of ~~12/4/63~~ 12/4/63

Administrator Ida Langman
 Grant Title A Guild to the Lit Flowering Plants of Mexico
 Sponsor's No. NSF GN-41
 Univ. of Penn No. 4-03119-3-6234
 Grant Value 30,100
 Grant Duration 10-1-62 9-30-63
 Currently Budgeted 30,100
 Duration of Budget 10-1-62 9-30-63

	Budgeted	Salaries Paid and committed for Balance of Budget	Other Bills Already Paid by the Comptroller	Estimated Value of Commitments Not Yet Paid	Current Balance
A-1 Salaries					
A-2 Salaries	4000	4000 - .04 *			- 0 -
A-3 Salaries	1500	1644.15			- 144.15
A-4 Salaries	- 0 -				- 0 -
Benefits 8.9	457	490		13	- 46
Overhead 15	3926		3926	18,400.7	- 0 -
Current Exp.	20,217		1186.76		630.24
Equipment	- 0 -				
TOTAL	30,100				+ 440.09

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 Ida
 Langman