

# STANFORD UNIVERSITY

## LABORATORY ERGONOMIC MATCHING FUND REIMBURSEMENT FORM

\_\_\_\_\_ File No. (EHS use)

## INSTRUCTIONS:

1. Fill out form entirely in order to be reimbursed. See back page for program eligibility requirements and additional details.
2. Initiate Core Financials journal transfer. Credit your account and GL with Matching Fund Amount (Line 6 from Matching Fund Worksheet). Charge PATEO: 1026392-101-AABAS. Route your supervisor/business manager and Yong Kim for approval.
3. Submit completed form with training documentation and copy of invoice(s) to: Laboratory Ergonomic Program - EH&S, 480 Oak Road; Mail Code: 8007 - OR - Fax: 5-3468.

REIMBURSEMENT DATA (Please print clearly)		
Department:	Account No:	Core Financial Journal No:
Principal Investigator (Last, First MI)		
Phone:	E-mail:	
Laboratory Manager (optional) (Last, First MI)		
Phone:	E-mail:	

MATCHING FUND ELIGIBILITY			Total # Trained	Matching Fund Eligibility
Total # of employees + post-docs that have received Laboratory Ergonomics Training (attach copy of training sign-in sheet or other documentation)	=	→	1-3	\$300
			4	\$400
			5	\$500
			6	\$600
			7	\$700
			8	\$800
		←	9	\$900
			10	\$1000
Matching Fund Eligibility (from table to right)	=			

MATCHING FUND WORKSHEET			
Equipment	Quantity	PO #	Cost
1.			\$
2.			\$
3.			\$
4.			\$
5. Total Cost			\$
6. Matching Fund Amount (=Total Cost x 50%) if ≤ Matching Fund Eligibility from above			\$

I have read, understand and accept the terms, conditions and requirements of the Ergonomic Matching Fund.

 \_\_\_\_\_  
 Supervisor or Signature Authority

 \_\_\_\_\_  
 Date

MATCHING FUND PROGRAM EFFECTIVE UNTIL ESTABLISHED FUNDS ARE DEPLETED  
 QUESTIONS SHOULD BE DIRECTED TO EH&S AT 723-0448

## Laboratory Ergonomics Matching Fund Program

### Purpose:

The purpose of Stanford University's Ergonomics Program is to prevent pain and suffering and reduce institutional costs associated with ergonomic-related injuries. This is done through a combination of employee training, evaluation of workstations and work practices, and implementation of ergonomic control strategies.

The Matching Fund Program is intended to help accomplish this goal by providing a training incentive in the form of 50% matching funds reimbursement for the purchase of approved laboratory ergonomic furniture and equipment.

### Eligibility and Funding:

- Available only to SU Research Laboratories.  
*Support services, such as EH&S or Facilities Operations, are not eligible for this program.*

- Total funds available for each PI is based on the total number of laboratory employees and post-docs that have completed EH&S's Laboratory Ergonomics Training.
  - Call EH&S at x5-1470 for upcoming training sessions
- PI or person in charge of day-to-day Lab Operations (i.e., Lab Manager) must take the training.

Total # trained	Matching Fund Limit
1-3	\$300
4	\$400
5	\$500
6	\$600
7	\$700
8	\$800
9	\$900
10	\$1000

### Reimbursement Procedures:

1. Purchase EH&S-approved products (see below).
2. Laboratory submits Reimbursement Form (available at [www.stanford.edu/dept/EHS](http://www.stanford.edu/dept/EHS)) with attached product invoice(s) and training documentation to EH&S.
3. Laboratory initiates Core Financials Journal Transfer - charge PATEO: 1026392-101-AABAS
4. EH&S approves journal transfer for 50% of purchase price (up to the limits specified above) into the appropriate account.

### EH&S Approved Products:

- EH&S has pre-approved various equipment such as pipettes and laboratory stools. Go to [www.stanford.edu/dept/EHS/](http://www.stanford.edu/dept/EHS/) or contact EH&S OH&S Group to obtain a pre-approved equipment list.
- Other types of ergonomic equipment such as microscope extensions, automated dispensing systems, etc., will be approved on a case-by-case basis by contacting the OH&S Group at 725-3209.