

Yale Department of Physics

Yale Physics Newsletter

May 24, 2019

For further information on any of the items included here or if you would like to contribute to the next newsletter, send email to [Daphne Klemme](mailto:Daphne.Klemme).

During the summer months the newsletter will be produced every two weeks.

Hints & Tips!

Welcome to our hints and tips section! Please email daphne.klemme@yale.edu with any helpful tips that will help us work to our best ability.

International Travel

When booking an International flight, a US carrier MUST be used if the flight is paid by a grant.

If using an International airline for any reason, the first 3 pages of flight results MUST be printed (PDF is ok) and included with the reimbursement request.

If you need help with this, please contact your admin on the day you are booking your flights.

[Click here for "Documentation for Travel on a Non-US Air Carrier" Form.](#)

Hints & Tips from the Spring semester:

January 11, 2019

You may edit your own people page on the Physics Department website! Please go to <http://physics.yale.edu/cas> and log in with your netID and password. After you have logged in you can go to your page and update your information and photo. Please **DO NOT** update any information below the Bio section of the edit page.

January 18 & 25, 2019

Important information on Yale's hazardous weather policy

With winter approaching, it is a good time to review Yale's hazardous weather policy and to prepare for storms. [Click here for further information.](#)

February 1, 2019

Purchase Order Help

To help those who need to approve purchase orders, please make sure to include **the supplier name and charging instructions** in the email message when submitting a purchase order request.

Save the Date

Yale Summer Sessions, dates are: Summer Session A: May 27-June 28, 2019 and Summer Session B: July 1-August 2, 2019; University Preparations 3-week Program: July 1-19, 2019.

Seminars

Thursday, May 30

11:00am in Sloane Physics Lab 52. Special Condensed Matter Seminar. Antonio Štrkalj, ETH Zürich, "Tunneling into a Finite Luttinger Liquid Coupled to Noisy Capacitive Leads". Host: Leonid Glazman.

4:00pm in Sterling Chemistry Laboratory 160. Department of Chemistry Lecture in Organic Chemistry. Prof. Evan Miller, University of California, Berkeley, "Electrophysiology, Unplugged: Chemical Tools to Image Cell Physiology".

Friday, May 31

10:00am in Wright Lab 216. Dissertation Defense. Danielle Norcini, Yale University, "First search for eV-scale sterile neutrinos and precision measurement of the ^{235}U antineutrino spectrum with the PROSPECT experiment". Thesis Advisor: Karsten Heeger.

10:00am in Mann Engineer Student Center, Dunham Lab 107. Special Solid State & Optics Seminar. Prof. Victorino Franco, University of Seville, Spain, "Magnetocaloric Effect: From Energy Efficient Refrigeration to Fundamental Studies of Phase Transitions". Host: Dr. Nicholas Bingham.

For more seminars see: <http://physics.yale.edu/calendar>

February 8, 2019

For questions regarding graduate studies or graduate student affairs please contact Susan dos Santos (susan.dossantos@yale.edu) and for questions regarding undergraduate studies or undergraduate student affairs please contact Daphne Klemme (daphne.klemme@yale.edu).

February 15, 2019

Please note: New tax laws effective January 1, 2018 impacts household relocation expenses and assistance. Relocation expenses and assistance are now considered taxable income to the employee. This includes expenses incurred in 2017 but submitted for reimbursement in 2018. [Click here for full information.](#)

February 22, 2019

From the desk of Susan dos Santos:

Enrollment Verification

Enrollment verifications for students in Yale College and in the Graduate School of Arts and Sciences can be

requested by mail, fax, email, or in person at 246 Church Street using a [Request For Enrollment Verification \(PDF\) form](#). Allow 3–5 days for processing and mailing. Students on non-disclosure must submit a signed request.

Degree Verification

Current students and alumni of Yale College and the Graduate School of Arts and Sciences can request verifications from our office using a [Request For Degree Verification \(PDF\) form](#). After your request is received, it is generally processed and sent in 3-5 business days.

March 1, 2019

With tax season coming [click here for instructions on how to print the current year W-2 form](#) through Workday. If you cannot access through Workday call employee services at 203-432-5552 for help.

As required by the Affordable Care Act (“ACA”) in early March, Yale will provide to many employees a **1095-C tax form** that will contain important information about health care coverage in 2018. These forms will arrive later than the date you receive your 2018 W-2. However, you may proceed without them in preparing your federal tax returns. The IRS does not require you to attach these forms to your return or to wait to file your return until you have them. [Click here for further information](#).

March 8, 2019

For job searches please send an email to daphne.klemme@yale.edu with the job search title and application deadline. Please also indicate when you would like the information to be removed from <http://physics.yale.edu/job-openings>.

March 15, 2019

If you change offices please send an email to Maria Foley (m.foley@yale.edu) and Daphne Klemme (daphne.klemme@yale.edu) letting them know of your new office location and phone number so that our records can be updated and kept current.

March 22, 2019

Faxes are received electronically and forwarded to various administrative staff within the Physics Department. If you are expecting a fax, please send an email to either Daphne Klemme or Cathy Barabas (for SPL); Paula Farnsworth, Kimberly Tighe, or Lil Winston (for WL); or Geriana van Atta (for Hillhouse).

March 29, 2019

We have had a recent spate of “burned” coffee pots. Please make sure to **turn off the burner or make a new pot when the pot is empty**.

April 5, 2019

New purchasing forms and procedures!

Effective March 15, 2019, form FR.03, Explanation for Sole Source and form 3210 FR.03, Professional Services and Consulting Certification have been discontinued and replaced with the following forms:

3201 FR.05 Comparative Pricing Documentation: <https://your.yale.edu/policies-procedures/forms/3201-fr05-comparative-pricing-documentation>

Complete this form for purchases using comparative pricing (multiple quotes) from all suppliers that are not a University Contract Supplier >= \$10,000 (goods, services, professional services, and consulting).

Form 3201 FR.06 Sole Source Documentation: <https://your.yale.edu/policies-procedures/forms/3201-fr06-sole-source-documentation>

Complete this form for purchases using sole source (single quote) from all suppliers that are not a University Contract Supplier >= \$10,000 (goods, services, professional services, and consulting).

Procurement of items more than \$150,000 from federal grants or federal pass-through grants has a revised process. Please contact procurement before entering the order in Workday. Procurement would like to assist to ensure compliance. In cases of split charging, the requirement is true if any % of the purchase will be charged to federal or federal pass-through funds.

Yale policy changed in March 2019 to incorporate this change. <https://your.yale.edu/policies-procedures/policies/3201-general-purchasing> One significant change is copied below:

Purchases > \$150,000 on Federal and Federal Pass-through Awards

For purchases greater than \$150,000 on federal and federal pass-through awards, Procurement shall perform one of the following actions:

- *Conducting a competitive bidding process:* 2 or more (3 preferred) bids/quotes are compared
- for reasonableness and responsiveness to the published request for quote/bid. Use [Form 3201 FR.05 Comparative Pricing Documentation](#); or
- *Sole source justification:* Document justification for sole source purchases. Use [Form 3201 FR.06 Sole Source Documentation](#).

As a recipient of Federal funding, Yale must perform a price or cost analysis in connection with every procurement action **in excess of \$150,000** including contract modifications charging a federal or federal pass-through award. The purpose of either analysis is to ensure the price for the goods or services is fair and reasonable and to avoid charging the Federal Government excessive costs for major procurement contracts. The method and degree of analysis may vary depending on the facts surrounding the particular procurement situation. As an initial step, however, the Requestor must make an independent estimate before receiving bids or proposals. To do so, use [Form 3201 FR.04 Independent Cost Estimate](#)

April 12 & 19, 2019

Rooms!

Please notify the business office if you know ahead of time that your class-time will extend beyond the

normal time. There are times that special events are scheduled for after a class time.

Summer Undergraduate Research

If you plan to have a minor or visiting undergraduate participate in research or clinical activities, please complete the appropriate application through EHS Integrator at <https://ehsis.yale.edu/EHSIntegrator/Registration>.

Applications must be submitted and authorized prior to the student's participation in any research or clinical activities. Applications will not be authorized until all training and laboratory compliance issues have been completed.

The applications have recently been revised and now require you to provide the following additional information:

- An email address for the student to allow EHS Integrator to provide training requirements directly to them.
- The student's current educational status including their academic institution, degree upon completion and major area of study.

An instructional help guide, and list of Frequently Asked Questions have recently been revised to better assist you in the application process:

- [Instructional Help Guide](#)
- [Frequently Asked Questions](#)

Read the revised policies:

- [Minors Participating in Research or Clinical Activities Policy](#)
- [Visiting Undergraduates Participating in Research or Clinical Activities Policy](#)
- For assistance with completing or gaining access to the online application or if you have any questions or concerns regarding minors and visiting undergraduates participating in research or clinical activities, please call 203-785-3550 or email ehs@yale.edu.

April 26, 2019

Auto-Approval of PO Requisitions Under \$200 with Yale-Designated Funds Only

- ❖ The PO Requisition business process financial approval workflow will become automatic (self-approved) under the following conditions:
 - ❖ Under \$200 total for Requisition
 - ❖ All COA lines charged only to Yale Designated funds
 - ❖ FD11 is not used
 - ❖ All suppliers except "Yale Purchasing Services"

Purchase Order Information

Please make sure all quotes show the correct bill to address.

All invoices need to be emailed directly to:

ap.vendorinvoices@yale.edu and must have the PO# on it.

The mailing address should be:

Accounts Payable
P.O. Box 208228
New Haven, CT 06520-8228
USA

Most companies do their billing off the quote and invoices get lost, so we are asking, before the PO is sent out, that any quote has the correct information.

May 3, 2019

It's Exam Week! Here are 15 Tips to help destress!

- 1) Go for a 10-minute Walk
- 2) Breathe Deeply
- 3) Visualize: Simply make yourself comfortable (at your desk, in an empty conference room -- wherever!) and then try to picture a peaceful scene: a future vacation, your favorite beach.
- 4) Eat a snack (Mindfully!): Pick a snack that will fill you up -- say, half an avocado, a handful of nuts or a hard-boiled egg -- because nothing is more stressful to the brain, Ramsey explains, than feeling like you've run out of nourishment. Take your snack away from your computer and go sit someplace peaceful. Focus on your food: its texture, the way it tastes, how it makes you feel. Now you've turned your snack into a meditation.
- 5) Step away from the screen: Make sure to take frequent breaks during your day of computer use -- and try to shut offline at least an hour before bedtime.
- 6) Hang Up, then turn off your phone
- 7) Put on some music
- 8) Treat yourself! Eat one candy
- 9) Chew a piece of gum
- 10) Watch a viral video, even the anticipation that it might be funny is relaxing
- 11) Progressive muscle relaxation: Start with your toes and work your way up: tighten your foot muscles as much as you can, then relax them. Make your way up, tightening and relaxing each muscle until you've finished with your face.
- 12) See your BFF
- 13) Eat a banana or potato -- potassium helps regulate blood pressure.
- 14) Try Eagle pose -- [Learn how to do the pose here](#).
- 15) Craft -- the repetitive motion can be relaxing.

May 10, 2019

Workday Reports!

Seeing comments when a report is returned for correction

There are two ways you can look at comments when a report is returned for corrections:

- 1) Click on the notification in your inbox and scroll down to the bottom to see the comments --

this works on your own reports as well as those of delegate reports.

- 2) For your own reports you can also click on the item list on the Expenses page and then click on the "Process" tab in the open report. The comments are next to the person in the list who returned the report.

May 17, 2019

Take a deep breath and enjoy your summer.

Climate and Diversity Committee News

A Note from the [Climate and Diversity Committee](#) (CDC).

This month in 1954 the U.S. Supreme Court unanimously ruled that segregation of public schools "solely on the basis of race" denies black children "equal educational opportunity" even though "physical facilities and other 'tangible' factors may have been equal. Separate educational facilities are inherently unequal." This was a landmark ruling yet many other disparities remain today. This article (<https://www.chronicle.com/article/Traditional-Teaching-May/243339>) by Beckie Supiano discusses how traditional teaching may deepen inequalities and the work Prof. Hogan and Prof. Sathy are doing at UNC Chapel Hill to see if a different approach can help.

The CDC convenes once a month. If interested in joining please contact Helen Caines (helen.caines@yale.edu, Chair of CDC). You may contact the whole committee at

physics-cdc@mailman.yale.edu

News

Summer is upon us and I need items to keep our Facebook (<http://www.facebook.com/YalePhysicsDept>) page busy. Please send me a photo and brief statement of your summer research projects so that I can post them – it is exciting to see where everyone goes and what they are doing!

Howard L. Schultz and DeForest Pioneer Prize recipients for Yale College Class of 2019

Congratulations to **Hal Evan Reichard** (YC'2019) Mathematics & Physics Major, **Cady van Assendelft** (YC'2019) Physics (Int.) Major, **Julia Yaxin Wei** (YC'2019) Physics (Int.) Major, and **Jacob Andreas Zavatone-Veth** (YC'2019) Physics (Int.) Major for winning the Howard L. Schultz Prize awarded by the Physics Department.

Congratulations to **Andrew Thor Lingenfelter** (YC'2019) Physics (Int.) Major for winning the DeForest Pioneer Prize awarded by the Yale Department of the Secretary.

Announcements

[Please click here for updates on the Yale Science Building, including a new logistics plan.](#) The project encompasses the construction of a new state of the art sciences laboratory at the approximate location of the demolished J.W. Gibbs building, a comprehensive

renovation of the KBT Plaza, a lecture hall, and a common area at the south end of KBT Plaza.