

TIPS & TRICKS

ROOM RESERVATIONS



- Please submit [this form](#) or scan the QR code on the right for requesting a room that does not involve set up and/or food.
- Please submit [Event Request Form](#) or scan the QR code on the left for an event/meeting with space set-up and or food.



RESEARCH/DEVELOPMENT FUND BALANCE

- To access your research/development fund balance [click here](#). Under the information section on the right, select "Faculty Funds".
- [Research Budget Policy on spending research funds](#)

Sophie Zschirt
(sophiez@bu.edu)
Assistance with
funds/grants/gifts from
outside of the University

qstfin@bu.edu
Assistance with
funds/awards from other
BU departments/schools &
BU purchasing guidelines



TEACHING WORKLOAD REPORT

- To access your workload report [click here](#) or scan the QR code on the left.
- It is important to keep tabs on your workload report in order to ensure you do not have a negative balance. Positive balances are paid out via overbases.

OVERBASES

- Please [click here](#) or scan the QR code on the right to request an overbase if you have exceeded your nominal teaching load due to additional teaching other compensated activities (e.g., secondary appointments).

! Once the overbase form is submitted, it will then be routed to the appropriate department chair/director for approval.



UPLOADING CV & EDITING FACULTY PROFILE



Please [click here](#) or scan the QR code on the left to access MyCV to manage your publication, presentation and awards/honors records, edit or replace your profile summary, and add external web links to your Questrom web profile. Please note, updates made on MyCV will take at least 24 hours to be reflected on the faculty profile.

! Please contact qstacademicsupport@bu.edu for uploading your CV, or any assistance you need.

MISCELLANEOUS RESOURCES

Susilo Business Center: [Click here](#) or scan the QR code on the right to order course packets and copies by filling out the form.



Guest Speaker Form: [Click here](#) or scan the QR code on the left to request guest parking passes, letters of recognition from the Dean



MISCELLANEOUS RESOURCES

Scanning and Digital Delivery: [Click here](#) or scan the QR code on the right to request an item be scanned for online access for research purposes. Scanned items will be delivered to your BU email address



[Questrom Building Floor Maps](#)

[Boston University Maps](#)

