Members are expected to present a talk on their work at one of the Social Science Seminars during the year, and to attend this weekly seminar series in support of their fellow scholars.

If a member must be absent from the Social Science Seminar, please inform the School Administrative Officer and, as a courtesy, the presenter.

Theme Seminar members are additionally expected to attend the biweekly Theme Seminar, and to inform the faculty leader and scheduled presenter if they need to be absent.

Members are expected to be present on the Institute campus from mid-September through mid-May, excluding the break from mid-December to mid-January.

Late arrival, departure prior to mid-May, or lengthy absence during the academic year, may result in a reduction or pro-rating of stipend.

Members may not teach regular courses, remotely or in person, or be otherwise employed during the period of membership, nor may they hold a concurrent, residential fellowship.

Before departure, a year-end report must be submitted to the Institute Director, along with a copy to the School Administrative Officer.

All Members are provided an office for their exclusive use during the course of the academic year. Offices are equipped with a phone and computer; printing is directed to a centralized printer. All necessary computing support is provided, but individual printers owned by scholars will not be serviced by the IAS.

Scholars have access to the full range of Institute Library services and, via the IAS Library, to the services of the Princeton University Library.

Member expenses associated with local phone calls, faxes, and mail and shipping for professional purposes are covered by the School. Basic office supplies are provided; a stocked supply room (W332) is accessible via key card and houses printers, a fax machine, a scanner, and a book scanner, for use at no charge. Free-use photocopiers are located on the first floor of West Building and elsewhere on campus.

Mail and shipping charges for personal purposes will be billed to Members.

Each Member has an allowance of $800 for reimbursement of research-related expenses, excluding travel and conference fees. Reimbursement is available for books (and shipping them home); recording, transcription, translation, illustration, editorial, and research assistance services; computer software, cloud storage, etc. Receipts must be submitted for approval electronically, along with a completed reimbursement claim form, to the School Administrative Officer. Fall term receipts are due by December 15. Spring term receipts are due no later than June 1. Automatic deductions from research funds are made for long-distance phone calls from office phones.

The earliest office move-in date is September 1. This is also the earliest date any packages shipped to the School will be accepted for delivery.

Offices must be vacated and cleared of all personal items and detritus by July 31.

No smoking is allowed in School of Social Science offices, nor elsewhere inside any building on the academic campus.