



*GEORGETOWN UNIVERSITY*

*George Shambaugh  
Chairman, Department of Government*

Approved by the Department on February 16, 2007

Date: February 6, 2007

From: George Shambaugh, Chair

To: Full-time Faculty in the Department of Government

Re: Research Accounts

**Purpose:** To provide full-time faculty with primary or secondary appointments in the Government Department with funding to cover reimbursable research and scholarship expenses.

**Eligibility:** Recipients must be current full time faculty members – either visiting, tenured or tenure-track – with primary or secondary appointments in the Department of Government. Funds unspent at the time at which a faculty member ceases to be a full-time member of the Department (including retirement or resignation) revert to the Department.

**Terms:** Effective February 2006, all eligible faculty will have individual research accounts, to be managed collectively by the Department Chair and Department Administrator. Preexisting accounts will be used for those who have them; new accounts will be created for those who do not. Funds are not given to faculty for use entirely as they please. All funds remain university funds and must be used in compliance with University guidelines. Uses of the accounts are answerable to the College Dean. These accounts are separate from any existing individual research or start-up accounts.

**Use:** Legitimate use is defined by the University and is specified under the Provost Web page at the following address:  
<http://www3.georgetown.edu/admin/provost/mcfo/allowable.html>. Any questionable expense must be pre-approved by the Chair, Administrator, or Richard Cronin in the College Dean's Office. Original receipts are necessary for reimbursement.

**Amount:** By unanimous vote, the Department authorized the allocation of \$1,000 for each individual research account in the 2006-2007 academic year. Future funds in the amount determined by the Department before the end of the academic year will be distributed automatically in the next July. Funds not used by 30 June will not expire but will remain in the account and may accrue up to a maximum of \$5000. However, in order to have

access to roll over funds, individual faculty members must request access to those funds and have the request approved by the Dean when the Chair presents the annual budget to the Dean in April of the proceeding year. Once the \$5,000 maximum has been reached in the account, no further funds will be deposited. Eligible faculty will the amount designated by the Department regardless of status, including those on paid or unpaid leave, grants or fellowships, sabbatical, or disability.

Some anticipated questions answered:

1. **Q:** Why is the money deposited every 1 July?  
**A:** Because the university's fiscal year runs from 1 July - 30 June.
2. **Q:** I don't plan to use much or any of the \$1000 annually on travel. Can I use all or most of it on paying a student assistant instead? Or purchasing books, my favorite office supplies or furniture?  
**A:** Yes, yes, yes and yes.
3. **Q:** I want to buy a new \$2475 laptop. Can I use this fund?  
**A:** Yes, but you will have to wait until \$2475 has accrued in your account, which will take the passing of three July 1<sup>st</sup>s, and you then must buy the computer through the university. Also note that all computers purchased with university funds are considered university property.
4. **Q:** If I have \$2400 in my account and the computer costs \$2475, won't the university front me the extra \$75?  
**A:** No. But you are welcome to add \$75 personally to make up the difference rather than wait another year. The computer will still be considered university property.
5. **Q:** I need some foreign language software for my research. Can I buy it with this fund?  
**A:** Yes
6. **Q:** It is now 29 June and I have only used \$200 of my fund this year. Can I have the \$1000 balance deposited in my next paycheck?  
**A:** No. Funds cannot be disbursed as salary. But the \$1000 balance will not be lost; it will remain in the account until spent for reimbursable purposes.
7. **Q:** I have already received a grant from the Graduate School. What will happen to it?  
**A:** The balance of your Graduate School grant has been transferred into your research account, and is immediately available for use. All future Graduate School grants will be deposited directly into your account.
8. **Q:** I had a junior professor start-up fund that has been used up and closed. Do I get a new account?  
**A:** Yes
9. **Q:** It is April, and I have \$800 in my account right now. I want to buy a computer for \$1700 right now. Do I have to wait until July 1 to purchase it?  
**A:** Yes, if you want the balance to come from your research account. There will be no advances of funds on these accounts.

10. **Q:** I plan to both employ a student assistant for \$800 this year and travel to an international conference to present a paper for \$1500. Both absolutely must happen this year. What can I expect from this account to help?  
**A:** You can expect \$1000 per year, augmented by any amount you carried-over from previous years. Expenses that are greater than the balance of the account will not be reimbursed beyond the available balance. There will be no advances of funds on these accounts. You may seek funds from other sources.
11. **Q:** My account is now at the maximum of \$5000 and I am not receiving any new funding. If I spend \$1000 on September 1<sup>st</sup>, will \$1000 be added to my account immediately?  
**A:** No. All funds will be deposited on July 1<sup>st</sup> each year and at no other time.