

Each Union College faculty member is issued a Faculty Research & Travel (FR&T) account for funds received in support of their scholarship. These accounts may have a variety of funding sources, including internal sources such as faculty startup grants, IEF grants, Faculty Research Fund grants, Humanities Development Fund grants, or faculty travel grants. FR&T accounts may also be used to hold funds from external sources such as consulting fees or overhead allocations from external grants.

Unspent funds in FR&T accounts will automatically be carried over to the next fiscal year.

### **Allowable Expenditures**

Expenditures from FR&T accounts are expected to tie directly to a faculty member's work at Union College and to further the mission of the College. The same Finance guidelines (e.g. types of expenses, receipts needed, etc.) that cover payment or reimbursement of expenses from any College account apply to FR&T accounts. **Any funding from external sources must adhere to the conditions of the grant and to the College's guidelines regarding the use of sponsored funds.** Although generally obvious, the types of expenditures that are allowed and disallowed with FR&T accounts include, but are not limited to, the following examples. Further information can be obtained by contacting the Associate Dean of Academic Affairs (Nic Zarrelli, [zarrelln@union.edu](mailto:zarrelln@union.edu), 518-388-6033).

#### Examples of Allowable Expenditures

- Research-related books and periodicals
- Research materials, equipment, and consumables such as laboratory supplies, chemicals, etc.
- Computers, software, databases, and computer accessories for use on College property
- Copying, faxing, and other reproduction charges
- Research-related travel including transportation, lodging, and meals to conferences or research locations
- Memberships to professional organizations
- Conference registration fees
- Payments to research subjects (in all cases where the faculty member is engaged in such work, approval from the College's Human Subjects Review Board must be obtained in advance)
- Sponsorship of College-approved activities and campus events

#### Examples of Unallowable Expenditures

- Salary to current or retired faculty members, except when approved by the Associate Dean of Academic Affairs
- Personal expenses such as home-office equipment (desks, chairs, book cases, computers, etc.)
- Personal travel and commuting (to and from work)
- Gifts to employees and non-employees
- Fees, late payment penalties, or interest charges on personal credit cards
- Memberships to personal, recreational, travel, or athletic clubs
- Moving and storage of personal goods while on leave
- Parking tickets or traffic violations
- First-class or business-class travel
- Personal services (e.g. child care, pet care, home services)
- Political or charitable contributions of any type
- Sponsorship of external teams or other external groups
- Stolen, lost, or damaged personal property
- Sales tax

### **Resignation or termination from the College**

Any durable items or equipment, including computers, software, and research-related books and periodicals purchased with Union College funds, are the property of Union College even if they are purchased for the exclusive use of the individual faculty member. Upon departure from the College, all items must be returned to the College.

When a faculty member resigns, retires, or is terminated from Union College, remaining funds in that faculty member's research account automatically revert to the Dean of the Faculty. Faculty members with FR&T accounts in deficit at the time of their resignation or retirement are expected to repay the College for the amount of the deficit before leaving, unless there is an explicit plan to cover the deficit that has been approved by the Dean of the Faculty.

There may be an occasion when a retiring faculty member might still be engaged in College work, and it might be appropriate for research account funding to continue to support that work. The faculty member may request approval from the Dean of the Faculty to continue to use the remaining funds after his/her retirement. Requests must be written and submitted to the Dean of the Faculty's office at least 30 days before the date of retirement.

The continued use of funds after retirement must be approved by the Dean of the Faculty, in consultation with the department chair and/or relevant Deans. The judgment shall be based on whether the intended use of the funds is compatible with the purpose of advancing the mission of the College.

Continued use of a FR&T account by a retired faculty member must be reauthorized on an annual basis.

### **Further Information Regarding FR&T Accounts**

Any questions concerning the use of a FR&T account should be directed to the Associate Dean of Academic Affairs:  
Nic Zarrelli, [zarrelln@union.edu](mailto:zarrelln@union.edu), 518-388-6033