**Faculty Development Fund Guidelines and Procedures**

**Purpose**

The purpose of the Faculty Development Fund (FDF) is to provide standing faculty, professors of practice, and full-time lecturers with a dedicated uniform source of funding to pursue professional development and research activities.

**Funds**

Each fiscal year (July 1 - June 30), the Dean makes available $1,300 in each eligible faculty’s FDF account. Fund balances rollover from one fiscal year to another. Faculty cannot accumulate more than $3,900 from the Dean in their FDFs at any given time. FDF funds can be combined with external funding. The FDF account balances are administered by the Financial Administration Office (FAO).

**Use and Restrictions**

FDF accounts are to be used for professional development and research activities including, but not limited to;

* Travel to conferences
* Entertainment of individuals not affiliated with Penn for purposes of planning research or other projects
* Books for teaching or research
* Other scholarly materials
* Subscriptions to scholarly journals
* Professional dues
* Research assistants
* Software and peripherals\* (i.e., scanners, printers)
* Maintenance of equipment purchased with these funds, including external maintenance support services.
* Mailings and express mail related to research

**FDF accounts are not to be used for;**

* Computer hardware other than peripherals
* Work on projects for which faculty are receiving outside compensation.

**Accessing Funds #**

1. Airlines, conference fees, and hotels via the **Bank of America Card and/or Concur**
2. Employment of research assistants email action box pdpay@design.upenn.edu
3. Procurement of goods or services (i.e., consultants) email action box pdpo@design.upenn.edu
4. Reimbursements via a **Concur Expense Report (TEM)**

**NOTE: Software and peripherals must go through Computing** **cathy@design.upenn.edu****.**

**# All University policies and procedures will be adhered to when hiring, procuring, and reimbursing faculty.**

**Unexpended Funds**

Any unexpended funds when faculty leave or retire will be returned to the School.

**Account Balance**

Expenses are tracked at the individual faculty level. Faculty can request their FDF balance by contacting the FAO creid@design.upenn.edu