Faculty Research Allocation - Spending Guidelines

Student Research Assistance. Funds made available by the School permit the hiring of student research assistants to support the research and teaching of faculty members.* A full-time permanent member of the faculty may expend up to their allocated amount for this purpose in each academic year (September 1 - August 31). For those on less than full-time Law School appointments or in residence for less than the academic year, the amount is prorated. Emeriti faculty members in residence receive an allotment of one-half the base amount. The 2014-15 academic year wage rate for research assistants is $12.90 per hour. A 10% fringe benefits charge to student wages during the summer is applied if the student is not enrolled for a minimum of six credit hours during the summer. Graduates employed less than six months as temporary employees will also have the same 10% charge applied to their wages.

Travel, Services and Publications, Equipment. In addition to hiring Research Assistants, each faculty member may use the research allocation discussed in the preceding paragraph for:
   a. travel expenses incurred for purposes of research or attendance at professional meetings;
   b. purchase of services, periodicals, or other items needed for the faculty member's teaching or research or use of electronically accessed databases for the same purposes;
   c. rental or one-time purchase of equipment (such as an external hardware), or software; and
   d. switching from the standard desktop computer to a laptop computer and docking station with the incremental cost being charged to the faculty members research account over two years.

   a) Travel related to a faculty member's research or to development as a teacher or scholar qualifies for reimbursement. Attendance at the annual AALS meeting in January is an example of qualifying travel expense. Next year's AALS meeting will be held in San Diego on January 6-10, 2009. There are considerable savings to you and the school in making reservations early. The expenses incurred in attending meetings on Law School business (faculty appointments travel) should not be paid from the research allotment since they are paid from other accounts.

   Reimbursement for travel expenses is governed by the procedures and policies established by the University. These requirements are detailed in the University Travel policy.

   b) The purchase of services or periodicals or other publications needed for a faculty member's teaching or research should normally involve consultation with the law library to allow the Librarian to provide advice on the least expensive method of obtaining the item or service. In some cases (U.S. Law Week), purchase through the library itself will be less expensive.

   c) Equipment the Law School does not furnish, with the exception of cellular phones, may be rented or purchased out of an individual's research allotment. All purchases of equipment should be made through Richard Robinson so that he may advise about quality and compatibility; and so that we will obtain the lowest available price. Material and equipment purchased from the research account is the property of the Law School.
While the School provides support and research funding for the faculty's scholarly pursuits, faculty should not seek reimbursement of out-of-pocket expenses incurred to third parties and directly going to income producing activities. For instance, the cost of seeking a copyright "permission" from an author or publisher, in connection with a faculty member's writing or rewriting of a casebook that has or will likely produce royalty income cannot be covered with the research account funds.

d) Faculty with research accounts may use a portion of the research account to switch from a desktop to a laptop computer with a docking station. The incremental cost would be spread over two years. Additional peripheral devices and software for use in or with a faculty member's Law School work station can be acquired using the portion of a faculty member's research allotment available for equipment rental or purchase. All acquisitions must be discussed with Paul Weber, Director of Information Technologies, prior to purchase.