

College of Health Sciences
Individual Supplemental Funding Account (ISF) Guidelines
Revised 9/9/14

An Individual Supplemental Funding Account (ISF) is established to hold funds allocated to an individual faculty member. Start-up funds will be placed in an ISF and funding may also accrue to ISFs through return of a portion of the department/school's share of F&A on faculty grants.

Start-up funds may only be expended in accordance with the original, approved budget and in accordance with the provisions set forth in the CHS Start-Up Fund Guidelines.

Funding accruing through F&A sharing or other means is to be used for professional development purposes and upon termination of the faculty member's employment by the University, funds in the account shall revert to the College.

Examples of appropriate use of ISFs:

- lab equipment or supplies
- professional publications
- poster costs
- professional organization dues
- professionally related travel (University policy 3-7 must be followed)
- abstract and manuscript submission fees
- guest speaker honoraria and meals
- computers, cameras, etc. (all equipment is owned by the College upon separation from UD)

Examples of inappropriate use of ISFs:

- salaries for faculty (wages for students are acceptable if related to professional endeavors and not linked to an outside fee-for-service business or consulting)
- travel expenses or meals for family or friends
- inappropriate travel expenses (i.e. mixing business and personal travel costs)
- items unrelated to professional development (gifts, alcohol, etc.)
- first class airline travel (requires permission of Provost for very long flights)

If unsure about whether an expense is appropriate, please consult your Chair or Director. Expenses charged to ISFs which are later deemed inappropriate will be required to be reimbursed back to the College.