

**College of Health Sciences**  
**Professional Development Account (PDA) and Supplemental Funding (SF) Guidelines**  
**(Updated September 27, 2011)**

There are two different types of accounts that may hold funds for professional use by a faculty member: Professional Development Accounts (PDAs) and Supplemental Funding (SF). Funds may accrue to PDAs through s-contract teaching and to SFs through return of a portion of the department/school's share of F&A on faculty grants. Once the faculty member elects to take the s-contract payment as a deposit into the PDA, the decision stands. Salaries to the faculty may not be paid from the PDA once funds are deposited there.

The same general principles apply to use of both types of accounts.

**UD Policy states:**

***“Funds in the PDA may be used only by the instructor, with the approval of the appropriate Chairperson or Director depending on circumstances, for professional development purposes, including, but not limited to purchase of laboratory equipment or supplies, books, journals, professionally related travel.”***

***“All funds in the PDA are and remain University property and, upon termination of instructor's full-time or regular, permanent part-time employment by University, funds in the account shall revert to exclusive use by University.”***

**Appropriate use of PDAs and SFs:**

- 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 UD upon separation from UD)

**Inappropriate use of PDAs and SFs:**

- salaries for faculty (wages for students are acceptable if faculty member can relate student support for a professional development activity)
- travel expenses 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 PDAs or SFs which are later deemed inappropriate may be required to be reimbursed back to the University.