

Smith College

Guidelines for Faculty Research, Teaching, and Professional Development

Moneybook 2025–26

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SECTION 1: CFCD Funding

I. CFCD FUNDS FOR RESEARCH, TEACHING, AND PROFESSIONAL DEVELOPMENT

A. PURPOSE OF FUNDING

The Committee on Faculty Compensation and Development (CFCD) offers funding to support faculty members in their scholarly research, pedagogical and curricular development, professional development, and other professional activities.

The associate provost, Denise McKahn, serves as the Chair of CFCD. Elected members are listed at <https://www.smith.edu/about-smith/provost/governance-committees>.

For questions relating to CFCD funding, please contact Josh Parad, senior academic budget manager, at jparad@smith.edu or x3007, or Susanne Kiley, grants specialist, at skiley@smith.edu or x5541.

B. ALLOCATION FUNDING

1. Eligible CFCD Allocation Expenses

- Scholarly travel, broadly defined
 - e.g. conferences, field / archival research, lectures, performances, workshops, etc.
 - Travel, lodging, meals, registration fees, visa fees for international travel if required.

College Travel Policies: It is the College's expectation that traveling faculty make a concerted effort to keep lodging, meal, and transportation expenses at a reasonable and cost-efficient level. Please also note that daily per diems are unissuable per Controller's Office policy, and all coverage for travel-related expenses must be made via reimbursement. Please also note that travel and meal expenses within the Five College area are ineligible for reimbursement.

- Registration fees for remote conferences, workshops, etc.
- Membership fees for professional organizations (up to \$300/fiscal year).
- Research supplies and materials, and related shipping costs where applicable.
- Off-campus photocopying, poster or Special Collections printing
 - Give your CFCD grant number to the Special Collections staff; they will charge it directly. Other off campus photocopying or printing needs will require an expense reimbursement.
- Publication-related expenses, such as subventions to publishers, image permissions, journal page fees, submission fees, etc
 - Service fees to contractors/organizations must be paid via invoice, rather than as a personal reimbursement for out-of-pocket expenses.
- Participant fees / incentives
 - Faculty in disciplines where survey/interview participant incentives are standard and expected practice may potentially be approved to purchase gift cards or be reimbursed for cash gifts, but must contact Josh Parad for more information prior to purchase. It is likely that such purchases may require IRB approval or notification in order to be eligible for reimbursement against CFCD funds, as well.
 - [Note that gift cards for any other purpose, or without prior approval, are prohibited]
- Computer / computer-related / technological equipment hardware and software
 - Maximum \$900 per year allowable
 - § No distinction between software purchases or licenses
 - § Includes peripherals and accessories
 - All computer-related purchases must be purchased through the Smith College Computer Store in order to allow the equipment to be asset tagged as college property. See "Access – Computer Store", pg. 10, for more detail.

All materials, including computer hardware and software, purchased with college funding are wholly the property of Smith College, and must be returned if/when the faculty member is no longer employed by the college.

Faculty are responsible for following all applicable college policies both while conducting research or development activities and when submitting reimbursement or payment requests.

IRB:

Faculty whose research includes any direct interaction with human subjects must contact the Institutional Review Board **prior** to conducting their research to determine whether a formal approval process is required.

CFCD emphasizes that the IRB process applies to scholars in all disciplines, including social sciences, humanities, and performing and studio arts, and that if the appropriate review and approval is not ensured prior to the research taking place, the College may need to deny or retract funding for noncompliant research.

Please review the full policy at <https://www.smith.edu/academics/institutional-review-board>.

2. Ineligible CFCD Allocation Expenses

CFCD allocation funding may not be spent on the following:

- Capital equipment
 - Defined as any piece of equipment with a total purchase price of over \$5,000
- Gift cards in the absence of specific clearance (prohibited under College policy[5])
- Books
- Periodical / journal / magazine subscriptions
- Office supplies (provided through department)
- Office furniture or furnishings
- Costs for preparation of routine coursework
- Regular on-campus or at-home printing / photocopying
- Telephone/cellphone or internet bills / purchases / costs (including related equipment)
- Course releases or supplemental salary

- Hiring research assistants (undergraduate or graduate) or temporary workers
- Expenses for other Smith faculty members or staff
- Expenses for students (e.g. conference travel)
- Expenses for non-Smith persons (including travel, meals, honoraria)
- Expenses related to job interviews
- Entertainment costs, including any meal/food costs in the Five College area
- Academic regalia
- Childcare, dependent care, travel for family, etc.
- Immigration / green card expenses (outside of visa expenses required in order to travel for work related purposes)
- Any expense prohibited by [overall college policy](#)

The Committee reserves at all times the right to award or deny in a fair and consistent manner reimbursements or payments for expenses not addressed under these guidelines.

Some expenses ineligible for CFCD funding may be covered through discretionary or starter grants

3. Access / Reimbursements / Payments:

All expenses must follow Smith College policies for reimbursements and payments as set by the Controller's Office (<https://www.smith.edu/about-smith/controller/forms-policies>) and in accordance with applicable state and federal laws (e.g. IRS requirements). The following instructions apply to expenses from *all funding sources*, with some additional limits imposed by CFCD.

Faculty members can find their grant numbers and view their funding, expenditures, and balances in Smith College's ERP system, [Workday](#). Documentation on doing so is posted on the [Grants & Internal Grants Managers Financial Dashboard job aid](#) on the [Workday Help site](#). Contact Josh Parad or Susanne Kiley if you cannot see your grant(s) in the system.

-- Reimbursement

The primary form of access to funds is via reimbursement, applying mainly to travel costs, research supplies, conference fees, etc.: the faculty member incurs an expense and submits to the Provost's Office for reimbursement within 30 days, and the approved amount is direct-deposited to the bank account they have on record with the college. This process typically takes 1-2 weeks depending on time of year, volume of requests, etc., but may take longer in some situations.

All reimbursements must be submitted through Workday. Documentation on [how to submit reimbursements](#) is posted on the [Workday Help site](#), and we strongly encourage all faculty to review it carefully; there are also periodic [training opportunities](#) to learn the system and ask questions.

Tips and reminders on submitting reimbursements:

- Obtain and keep copies of receipts for all expenses, as they are required for all reimbursements except those for mileage.
 - You will upload the receipts into Workday as part of the process. Multiple file formats are acceptable, including .jpgs and other image files.
- Faculty internal grants are categorized as **Smith Designated** accounting codes.
 - When completing a reimbursement, [search for your name](#) in the Smith Designated box, and your CFCD grant (and any other internal grants you have) will pop up.
 - Select the correct grant; the rest of the worktags will auto-fill (e.g. cost center, business unit, etc.) - **please don't change the defaults**.
- To split a single expense across more than one funding source, you **itemize** the expense by clicking the "Add" button under "Itemization." Full instructions are [posted here](#).
 - If you are coding the entire expense to a single funding source, do not itemize: the system will allow you to, but it is easier and more straightforward to code the funding source directly on the main page of the report.
- When submitting multiple individual but related expenses (e.g. all costs related to a conference), please submit them together in a single report with multiple expense lines, rather than singly with each report having only one expense. This will help make our review and approval of your reimbursement as efficient as possible.

- Expenses paid for with gift cards, reward points, store credit, etc. are not reimbursable.

As noted above, faculty do not need advance approval for eligible expenses. However, please note that if you submit an expense that is ineligible, you will not be reimbursed; if you do not have sufficient funding, you will be reimbursed only the amount that you have available from all applicable funding sources.

-- Deadlines for Reimbursement

Reimbursements / payment requests should normally be submitted in Workday for approval within 30 days of the expense being incurred or the work being done. Reimbursement for costs incurred in a prior fiscal year, excluding expenses that fall directly on fiscal year fault-lines, are ineligible for reimbursement against internal funds.

For conferences or other travel where multiple expenditures occur over a span of time, receipts may either be submitted at the time of expenditure (i.e. airfare purchased ahead of time) or all together in a single reimbursement immediately after the fact. However, no expense should be submitted more than 150 days after date of expenditure. The Controller's Office may decline to reimburse any expense submitted after that time.

Any reimbursable expense made in June must be submitted by June 30. This means **all expenses should be reimbursed against the fiscal year (FY) in which the expense took place**: e.g. conference travel that takes place in June should be submitted by the fiscal year-end deadlines and should not be submitted in July for reimbursement from the next fiscal year. For travel that spans fiscal years, this may require submitting two reimbursements, one for June expenses and one for July expenses.

The Controller's Office has final authority over the year in which an expense will be booked. CFCD will not carry forward or advance allocation funds between fiscal years to cover expenses if a faculty member has insufficient funding to cover their reimbursement from the proper fiscal year.

-- Payment of Invoices to External Vendors

In cases where an individual or business is to be paid for a service and will provide an invoice for payment (e.g. a copyeditor, page charges to a journal), payment must be issued directly from the College, rather than being reimbursed to the faculty member. This means that the faculty member is not out-of-pocket, and that the College can properly record and report the payment to that vendor to the IRS.^[6] Failure to do so may have tax implications. If you are not certain whether you should pay an expense yourself and be reimbursed, or

have it invoiced and paid directly to the vendor, please contact Josh Parad (jparad@smith.edu).

[Full instructions on submitting invoices](#) are available on the Workday Help site, although when paying an invoice against an internal grant the only steps for which faculty are responsible are submitting the invoice and any necessary accompanying documentation; the Provost's Office and Accounts Payable staff will manage the remainder of the process.

To submit an invoice for payment:

- Email the following documentation to invoices@smith.edu
 - Itemized invoice of services rendered
 - Supplier's W-9
 - New supplier onboarding form, if this supplier is not on record (please reach out to Josh Parad to verify if this is, in fact, the case by supplier)
- The email subject line should be the same as the invoice filename

If Smith College has not issued payment to this vendor before / recently, we will need a completed [W-9](#) (if they are a US person or entity for tax purposes) or [W-8BEN](#) (if they are a foreign person) / [W-8BEN-E](#) (if they are a foreign company) in addition to the invoice. You can check to see if the vendor is already set up in our system through the "Find Active Suppliers" report in Workday.[7]

If submitting the W-9 / W-8BEN for a new vendor, please attach it to the same email as the invoice and add "and W-9/W-8BEN" to the subject line as applicable. Please note that payments to new vendors typically take an additional *2–4 weeks* to issue due to the vendor setup process and government reporting requirements.

Payment normally will be issued to all U.S. entities via hardcopy check; payments to foreign entities may be issued as a check or as a wire transfer. In cases where a wire transfer is necessary (e.g. payment must be issued in a foreign currency), please have the vendor complete the [wire transfer form](#) (posted on the [Controller's Office website](#)) with their banking information, and submit the form along with the invoice as above. We recommend adding "WIRE TRANSFER" to the email subject line to alert the Accounts Payable staff that the invoice will need to be processed as such. Please note that an additional \$25 fee will apply and will be charged to the same funding source as the invoice.

-- Campus Computer Store

Faculty who purchase eligible computer/technological equipment, hardware, software, or any other accessories with internet connectivity capacity must do so through the Computer Store by charging their CFCD allocation (or other internal grant) directly. Faculty should give their grant number (SD-6xxxx) to the Computer Store staff, and the staff will charge the grant directly and email a copy of the receipt to the faculty member and the Provost's Office.

- Purchase through the Computer Store is to allow ITS to asset tag the purchase as college property, to ensure that the purchase meets college security and functionality requirements, and to enable ITS to provide support for the purchase thereafter.
 - As it is a college purchase, no sales tax will be levied.
- Faculty who have specific hardware/software needs should work with the Computer Store staff to order those items under the auspices of Smith College.
 - If the Computer Store is unable to order an item, but confirms that ITS will support it and authorizes the faculty member to purchase it elsewhere, it is allowable; please include a copy of the authorization from the Computer Store / ITS staff when submitting for reimbursement.
 - Please note that the Computer Store offers far more products than are visible on its website, and can special-order most items on request. Please contact the Computer Store staff directly (cstore@smith.edu) to discuss needs and availability.
- If a purchase is over the \$900 limit for CFCD, the remainder must be charged to another College funding source (e.g. discretionary or starter grant, department budget, etc.); it cannot be paid for personally by the faculty member, due to ownership/property right issues.

Faculty are responsible for ensuring that they do not exceed the annual \$900 maximum *or* their total available allocation balance when placing orders with the Computer Store.

-- Stockrooms

Faculty who purchase supplies through the [Science Center stockrooms](#) should give their internal grant number (SD-6xxxx) to the stockroom staff and charge their allocation directly. Faculty are responsible for ensuring that purchases are charged to the correct grant and that they do not exceed their available balance. Please remember to account for shipping charges. Please also note that Science Center stockroom timetables for processing and delivery may deviate from standard Accounts Payable processes.

-- Special Collections

Faculty who purchase scans of materials in the Special Collections may give their CFCD grant number to the Special Collections staff, who will submit the charges against the grant directly.

-- Campus Bookstore

Faculty who purchase materials to support their research or teaching at the campus bookstore must pay and submit for reimbursement, but should tell the bookstore staff at the time of purchase that it will be covered by a college funding source, and not to charge tax. Some items may also be eligible for an employee discount.

-- Procurement Cards

At this time, ***faculty may not use procards***, departmental or otherwise, for CFCD expenses. Expenses that are made on a procard will not be approved to charge to CFCD.

SECTION 2: Discretionary & Starter Grants

This section applies to the management and use of discretionary grants and starter grants.

II. DISCRETIONARY & STARTER GRANTS

A. OVERVIEW

Broadly speaking, discretionary and starter funds support the research, teaching, and professional development of faculty.[14] Expenses should be professional in nature, not personal, and must comply with all relevant collegewide policies as designated by the [Controller's Office](#), [Budget Office](#), [Purchasing Office](#), [IRB](#), etc., and with state or federal law as applicable.

While discretionary and starter grants serve many of the same purposes as CFCD allocation funding, they may be used for a wider variety of expenses than are allowed by CFCD (as further articulated in the rubric of CFCD vs Starter/Discretionary Fund expenses), and faculty who are not eligible for CFCD funding may at times receive discretionary grant funding.

Additionally, unexpended balances carry forward across fiscal years and may be spent at any time during the faculty member's employment at the college. Grants may be charged directly for some expenses (e.g. purchases through the Computer Store or the science stockrooms). Finally, internal grant funding is not taxed, unlike supplemental pay (stipends).

Please see the Appendix for a listing of common eligible and ineligible expenses encountered by faculty. See also the Controller's Office's [Reimbursable & Non-Reimbursable Quick Reference Guide](#) and [Travel & Entertainment Policy](#).

All internal grants are categorized as **Smith Designated** accounting codes, indicated by **SD-6xxxx**. Discretionary grants are typically SD-63xxx, while starter grants are SD-65xxx.

Funds are typically associated with a single faculty member; the grants and funding are informally referred to as "belonging" to that faculty member, but ownership is solely reserved for Smith College, and funds are overseen and administered by the [Provost's Office](#). All funding is college funding and is subject to all relevant college policies and

guidelines. All equipment, supplies, or materials purchased with college funding is college property.

For any research or teaching that involves human subjects, faculty **must obtain [IRB approval](#)** (or formal determination that approval is not necessary) **before conducting the work**. Failure to do so may result in funding being withheld or other sanctions as appropriate. Please note this applies to scholars in all disciplines, including social sciences, humanities, and performing and studio arts.

Contacts:

Josh Parad, senior academic budget manager: jparad@smith.edu, x3007

For all inquiries or questions, but particularly if you are unsure if an expense is eligible, if you have an unusual situation, or to discuss broader policies and principles.

Susanne Kiley, grants specialist: skiley@smith.edu, x5541

For inquiries about reimbursements, reimbursement status, current grant balances, whether a vendor is in the system, general policies and requirements.

Denise McKahn, associate provost: dmckahn@smith.edu, x3000

For discussion of policies and principles regarding discretionary & starter grant funding and usage.

B. DEFINITIONS & PARAMETERS

1. Discretionary Grants:

An internally-funded grant, usually distinct to a specific faculty member. Previously referred to as "research grants," these grants provide broad support for faculty research, teaching, and professional development. Faculty members may receive discretionary funding from a variety of sources (e.g. PI indirects from an external grant; serving as a chair or director; participating in a Kahn project^[15] or other special initiatives), but once transferred into the discretionary fund, all funding is subject to the same guidelines regardless of initial funding source. Unexpended balances carry forward across fiscal years.

Availability of discretionary grants does not affect standard eligibility for CFCD allocation funding, although availability of discretionary grants may affect CFCD's decision to award supplemental or application-based funding.

At this time, discretionary funding belonging to faculty members who retire and are granted emeriti status will be allowed to carry forward, and the emeriti may continue to draw on those funds for eligible professional expenses via reimbursement until expended. Emeriti with discretionary grant funding are ineligible to apply for additional funding from CFCD until their discretionary funding is fully expended.

Unexpended discretionary/starter funding for faculty members whose employment ends for reasons other than retirement will be reconciled to their original funding source on the employment end date to support other faculty research needs. Remaining balances may not be transferred to other faculty.

An exception to this policy will be made in the case of non-tenure-track faculty with recurring appointments to teach for at least one semester in each academic year. In such cases, the Provost's Office will not roll up remaining discretionary grant balances at the end of each semester's employment, but will allow the grants to carry forward to the following academic year. Faculty members may only access grant funding during the periods in which they are employees of the College (i.e. during the semester in which they teach). Should a faculty member not be appointed to teach for either semester in a given academic year, any unexpended grant funding will revert to the Provost's Office per standard policy.

2. Starter or Startup Grants:

An internally funded grant, distinct to a specific faculty member and formulated per the contractual stipulations of their hire, awarded to tenure-track faculty at time of hire. These grants are meant to provide substantive funding during the faculty member's probationary period to enable them to advance their scholarship, teaching, and professional development during their early years at Smith. Funds are made available the first day of employment. Large startup grants are typically awarded incrementally over a two or three fiscal-year period, with a certain amount made available each year. There is no time limit or expiration date on the use of funds, and unexpended balances carry forward across fiscal years.

Faculty with starter grant funding are not eligible for core CFCD research & teaching funding (currently an annual allocation) until they have exhausted their starter grants. For this reason, starter grant funding is kept separate from all other funding sources. Faculty remain fully eligible to apply for student research assistance grants, Connections Fund grants, and all endowed research and curricular fellowships overseen by CFCD. They are also fully eligible for any departmentally-funded grants for research, teaching, and professional development. Once their starter is spent, faculty become immediately and fully eligible for a CFCD allocation within that same fiscal year.

C. ACCESS / REIMBURSEMENTS / PAYMENTS

Anything purchased with college funding is the property of the college and must be returned to the college if the faculty member's employment ends. This is particularly applicable to purchases of equipment and technology, but applies to all purchases made with starter or discretionary funding.

The associate provost and their designees are the sole authorized signatories for starter and discretionary grants; department chairs are not authorized to approve expenses, and while faculty may initiate payment requests (e.g. an equipment purchase from an outside vendor), the Provost's Office must ultimately approve all expenses.

Please see the Appendix for a listing of common eligible and ineligible expenses. Eligible expenses include anything which is eligible for CFCD allocation funding, as well as additional expenses such as the full cost of professional memberships, books, and computer equipment (hardware and software). Approval for eligible expenses is not needed in advance, but if you are uncertain as to whether an expense is eligible, please contact Josh Parad or Susanne Kiley.

Faculty members can find their grant numbers and view their funding, expenditures, and balances in Smith College's ERP system, [Workday](#). Documentation on doing so is posted on the [Grants & Internal Grants Managers Financial Dashboard job aid](#) on the [Workday Help site](#). Contact Josh Parad or Susanne Kiley if you cannot see your grant(s) in the system.

1. Reimbursement

Funds are available primarily on a reimbursement basis: the faculty member incurs an expense and submits to the Provost's Office for reimbursement, and the approved amount is direct-deposited to the bank account they have on record with the college. This process typically takes 1-2 weeks depending on time of year, volume of requests, etc., but may take longer in some situations.

Please note, however, that if you submit an expense that is ineligible, you will not be reimbursed; if you do not have sufficient funding, you will be reimbursed only the amount that you have available from all applicable funding sources, or an alternative funding path will be communicated to you consisting of other existing internal grants (where possible). If you are not certain whether an expense is eligible, consult the Appendix or contact Josh Parad or Susanne Kiley. If you are unable to determine whether you have sufficient funds to cover the expense, or have questions about the data you see in the Workday Grants Manager dashboard, contact Josh or Susanne.

All reimbursements must be submitted through Workday. Documentation on [how to submit reimbursements](#) is posted on the Workday Help site, and we strongly encourage all faculty to review it carefully; there are also periodic [training opportunities](#) to learn the system and ask questions. Please see pages 8-9 for additional "tips and reminders" on submitting reimbursements.

-- Deadlines for Reimbursement

Reimbursements should normally be submitted **within 30 days of the expense being incurred.**

For conferences or other travel where multiple expenditures occur over a span of time, receipts may either be submitted at the time of expenditure (i.e. airfare purchased ahead of time) or all together in a single reimbursement immediately after the fact. However, no expense should be submitted more than 150 days after date of expenditure. The Controller's Office may decline to reimburse any expense submitted after that time.

Any reimbursable expenses made in June must be submitted by June 30 (superseding the 30-day rule), or by the first week of July at latest.

Please note that **all expenses should be reimbursed against the fiscal year in which the expense took place:** e.g. conference travel that takes place in June 2025 should be submitted by the fiscal year-end deadlines to be reimbursed from FY25 funds, and should not be submitted in July for reimbursement from FY26. For travel that spans fiscal years, this may require submitting two reimbursements, one for June expenses and one for July expenses. Expense reports issued past the fiscal cycle in which the expenses were realized, by default, are ineligible for processing.

2. Computers / Technology

Purchases of all technological / computer equipment and accessories / peripherals **MUST** be made through the [Computer Store](#) to ensure compatibility with campus system/software requirements and to enable the purchase to be asset-tagged. The staff will charge the purchase directly to the faculty member's internal grant (no out-of-pocket costs; no tax charged; no reimbursement needed).

Please note that the Computer Store offers far more products than are visible on its website, and can special-order most items on request. Please contact the Computer Store staff directly (cstore@smith.edu) to discuss needs and availability. If the Store is unable to order an item, but authorizes the faculty member to purchase it elsewhere, it is allowable; please include a copy of the authorization from the Store / ITS staff when submitting for reimbursement.

The full cost of any purchase must be covered by college funding (although it can be split among multiple funding sources if necessary); no portion can be paid for personally by the faculty member, due to ownership / property right issues.

3. Stockrooms

Faculty who purchase supplies or equipment through the [Science Center stockrooms](#) may give their grant number (SD-6xxxx) to the stockroom staff and charge their grants directly, but are responsible for ensuring that they do not exceed their available balance. Please account for shipping charges.

4. Payments to Outside Vendors

In cases where an individual or business is to be paid for a service and will provide an invoice for payment (e.g. a copyeditor, page charges to a journal), payment must be issued directly from the College, rather than being reimbursed to the faculty member. This means that the faculty member is not out-of-pocket, and that the College can properly record and report the payment to that vendor to the IRS.[16] Failure to do so may have tax implications. If you are not certain whether you should pay an expense yourself and be reimbursed, or have it invoiced and paid directly to the vendor, please contact Josh Parad (jparad@smith.edu).

[Full instructions on submitting invoices](#) are available on the Workday Help site, although when paying an invoice against an internal grant the only steps for which faculty are responsible are submitting the invoice and any necessary accompanying documentation; the Provost's Office and Accounts Payable staff will manage the remainder of the process. Please see pages 9-10 for additional instructions and tips on submitting invoices / paying external vendors.

D. DEPARTMENTALLY-FUNDED GRANTS

Some departments/programs have gifts (typically endowments) that provide additional support for faculty research, teaching, professional development, and/or faculty-student collaboration.

In most cases, the funds are disbursed directly from the endowment, but in a few cases departments set up faculty-specific grants into which they transfer funding (SD-5xxxx).

- The department/program chair is the authorized signer for all expenditures.

- *Exception:* In cases where the chair is the grant-holder, reimbursements through Workday should be routed to the Provost's Office for signature.
- All expenditures must adhere to overarching college policies where applicable (e.g. the Travel & Entertainment Policy) but may have more restricted parameters.
- **Contact:** Your department chair or academic assistant.

APPENDIX: Eligible / Ineligible Expenses for CFCD / Discretionary & Starter Grants

Expense	CFCD Allocation	Discretionary / Starter
Professional travel: includes conferences, research, lectures, performances, workshops[17]	YES	YES
Conference/workshop registration fees	YES	YES
Meals while traveling outside the Five College area on business (conferences, research, etc.)	YES	YES
Lodging while traveling outside the Five College area on business (conferences, research, etc.)	YES	YES
Publication-related costs such as journal page fees, publication subventions, journal submission fees, and printing expenses	YES	YES
Permission / copyright fees, image fees	YES	YES
Professional services: editing, copyediting, indexing, website creation, etc.[18]	YES	YES
Photocopying or specialty printing (e.g. materials at an archive; conference posters)	YES	YES
Research supplies or materials (including for student work)	YES	YES

Expense	CFCD Allocation	Discretionary / Starter
Shipping costs related to research/teaching	YES	YES
Survey participant incentives (assuming IRB approval)	YES	YES
Equipment for research or teaching	if <\$5K	YES
Computer or technology equipment, hardware, software (assuming purchase made through SC Computer Store)	\$900 max	YES
Travel / flight insurance	YES	YES
Professional memberships	\$300 max	YES
Books	\$300 max	YES
Subscriptions to professional/scholarly journals, periodicals, etc.	no	YES
Academic Regalia	no	YES (<i>once only</i>)
Guest expenses (travel, lodging, meals, honoraria) <i>(for coming to Smith only: not for external travel/expenses and for activities/events directly impacting the Smith College community)</i>	no	YES
Student research expenses other than supplies or travel (e.g. occasional cohort meals/snacks, etc.)	no	YES

Expense	CFCD Allocation	Discretionary / Starter
Student research/conference travel (<i>see footnote</i> [21])	no	YES (<i>see note</i>)
Student research assistance and fellowships (wages)	no	YES
Professional / non-student research assistance[22]	no	YES
Campus office furniture, including ergonomic[23]	no	YES
Office supplies[24]	no	YES
Salary / compensation to yourself or other Smith employees[25]	no	no
Childcare [considered by IRS to be compensation]	no	no
Business / first-class airfare (<i>see footnote 17</i>)	no	no
Travel expenses for spouses or dependents	no	no
Gift cards (<i>see footnote 20</i>)	no	no
Gifts for students, other employees	no	no
Any expense paid for with gift cards, reward points, store credit	no	no

Expense	CFCD Allocation	Discretionary / Starter
Tuition, related costs for courses at other colleges/universities[26]	no	no
Regular commuting costs, parking permits or fees, etc.	no	no
Moving expenses (see Moving Allowance Request Form)	no	no
Cell phones, cell service, data plans, etc.	no	no
Internet services or equipment (while traveling or at home)	no	no
Donations, contributions, sponsorships (see Gift Policy)	no	no
Meals or travel costs while traveling in the Five College area	no	no
Personal items (clothing, luggage, consumables, personal accessories, medications, etc.)	no	no
Home office furniture, supplies; home utility costs	no	no
Fines, late fees, traffic/parking tickets, etc.	no	no
Immigration / green card-related expenses, fees, etc.	no	no

Expense	CFCD Allocation	Discretionary / Starter
Job interview expenses	no	no

This is not a complete list of all possible eligible or ineligible expenses. If you have a question about the eligibility of any expense that is not addressed above, please contact Josh Parad to discuss.

The provost's office, in conjunction with CFCD, the finance office, and other relevant college entities, reserves at all times the right to award or deny in a fair and consistent manner reimbursements or payments in order to comply with Smith College policies and principles, and with state and federal law.
