Starting July 1, 2017, each member of the full-time faculty (full and associate professors, legal research and writing faculty, professors from practice, and graduate programs faculty) will receive a Faculty Research Account (FRA). This memo sets forth the policies that will govern the FRAs.

Purpose:
The purpose of the FRAs is to promote and support faculty research and teaching. FRAs are designed to provide full-time faculty members the spending flexibility they need to support their research and teaching efforts. Full-time faculty receive an annual funding allocation and are responsible for ensuring that expenditures made or reimbursed with faculty research funds comply with Law Center policies and procedures.

Allocations:
For new FRAs, the annual funding allocation is $3,500. For pre-existing FRAs, the annual funding allocation is the greater of (i) the pre-existing annual funding amount (until the FRA's expiration date, if any) or (ii) $3,500. Allocations will be prorated, as calculated by the Associate Dean for Research, for faculty on leave of absence (including to visit at another university).

Faculty members are responsible for monitoring their FRAs to ensure that they do not exceed their annual funding allocations. Faculty members may request status reports from the Office of Financial Affairs. The Associate Dean for Research or the CFO may disallow, or deny reimbursement of, expenditures made in excess of a faculty member's annual funding allocation.

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1 The list of full-time faculty for 2017-18 is attached hereto as Annex A.
2 Several full-time faculty members already have FRAs. Except as noted otherwise, the policies set forth herein apply to all FRAs, whether new or pre-existing.
In the event a faculty member's legitimate needs in a given year exceed his or her annual funding allocation, the faculty member may submit a request for a supplemental allocation to the Associate Dean for Research.

**Carry Over:**

FRA expenditures will be charged to the fiscal year's allocation in which they are incurred. (The fiscal year runs from July 1 to June 30.) For instance, air and rail travel expenditures are incurred at the time of travel, not at the time of ticket purchase. For new FRAs, unspent funds at the end of the fiscal year do not carry over to the next fiscal year. For pre-existing FRAs, unspent funds do not carry over from one fiscal year to the next unless, and then only to the extent, explicitly stated in the letter authorizing the account. Faculty members who leave the Law Center or retire forfeit all unspent funds. Faculty members may not borrow against future allocations or transfer funds to another person or account.

**Use of Funds:**

Faculty research funds may be spent only in direct support of faculty research and teaching activities where there is a clearly documented business purpose. The Associate Dean for Research or the CFO may disallow, or deny reimbursement of, expenditures that he or she deems are inappropriate uses of faculty research funds.

By way of guidance, the following expenditures are generally considered appropriate uses of faculty research funds, provided they are in direct support of the faculty member's research and/or teaching.

- Professional travel, conference, and entertainment expenses, including in connection with the AALS annual meeting, in compliance with Law Center and University policies and procedures. Purchases may be made with personal funds and reimbursed in accordance with the Business Travel and Entertainment Policy (FA 112) or through the University authorized travel agencies. See below for further details about faculty travel.

- Books, subscriptions, and other library materials. Purchases may be made with personal funds and reimbursed in accordance with the Employee
Reimbursement Policy (FA 112B) or through the Library to be used as office copies. See below for the different tax consequences. Subscriptions for more than one year require prior approval of the Associate Dean for Research.

- Membership dues for professional associations, except those for which the Law Center has a full-faculty membership (e.g., ABA). This includes DC and state bar dues for clinical faculty, but not for non-clinical faculty. Memberships for more than one year require prior approval of the Associate Dean for Research.

- Computer software beyond the Law Center's standard package for faculty. All software purchases must be approved by and made through the Law Center IST Department.

- Travel expenses (but not honoraria) for one-time lecture guests to traditional classes.

- Professional services such as copying, dictation, and translation services, and purchasing reprints (these must be paid directly by the Law Center and will be charged to the faculty member's FRA).

Faculty Travel: Going forward, faculty will pay for their professional travel out of their FRAs; the Law Center will no longer pay for faculty travel out of the general research budget. This includes the AALS annual meeting. Prior authorization from the Associate Dean for Research will no longer be required for professional travel. Faculty must comply with the Law Center and University policies and procedures related to business travel and entertainment. The Associate Dean for Research or the CFO may disallow, or deny reimbursement of, expenditures that do not comply with such policies.

Research Assistants: The Law Center's existing policies and procedures related to research assistants will remain in place and will not be affected by the creation of the FRAs.

Computer Hardware: The Law Center provides each faculty member with a standard computer hardware package, which includes a computer. Faculty research funds may be used to
enhance the standard package (e.g., additional RAM or a second monitor). All such purchases require prior approval of the Associate Dean for Research, must be made at the time of hire or at the time of the faculty member's scheduled computer hardware upgrade (as determined by the Law Center IST Department), and must be made through the Law Center IST Department.

Faculty research funds may not be used to purchase additional computer hardware or related services and supplies, such as a second computer (desktop, laptop, or tablet), a home printer, a mobile phone, mobile phone or tablet service, or home internet service.

Office Furnishings: The Law Center will continue to furnish faculty offices according to the existing policies and procedures. Faculty research funds may not be used to buy office furnishings.

Academic Events: Faculty members may, and will be expected to, use their faculty research funds to contribute to the cost of any academic event that they ask the Law Center to host or sponsor. The policies and procedures with respect to faculty organized conferences, events, and workshops will otherwise remain unchanged.

Ownership & Tax: All goods purchased with faculty research funds are the property of the Law Center. The only exceptions are books purchased for personal use (and not through the Library to be used as office copies). When a faculty member uses faculty research funds to purchase books, U.S. tax law requires Georgetown University to report those expenditures to the IRS as income. When a faculty member uses faculty research funds to purchase books through the Library to be used as office copies, those expenditures are not reported as income.

The Law Center is exempt from sales tax in multiple jurisdictions including the District of Columbia, the State of Maryland, and the Commonwealth of Virginia. Whenever possible when using research funds to purchase goods and services in these jurisdictions, a faculty member should use sales tax exemption certificates. For a purchase to be exempt from sales tax, the payment must be made by a Law Center employee with Law Center funds (ProCard, GU Check). Please see the University Sales Tax Exemption Matrix to determine
the types of goods and services purchases from which the Law Center is exempt from sales tax by jurisdiction.

WRP Research Funds: Williams Research Professors receive a research fund of $5,000 per semester for six semesters. WRP research funds are in addition to, and separate from, a faculty member's FRA research funds. Unspent WRP research funds carry over from one semester to the next during the WRP term, but do not carry beyond the end of the term. All of the other policies and procedures applicable to the use of FSA research funds apply equally to the use of WRP research funds.
Annex A

Georgetown University Law Center
2017-18 Full-Time Faculty
As of June 1, 2017

Full and Associate Professors

1. Charles F. Abernathy
2. Lama Abu-Odeh
3. Jane Aiken
4. Hope M. Babcock
5. Randy Barnett
6. Susan Low Bloch
7. M. Gregg Bloche
8. John Brooks
9. Rosa Brooks
10. Chris Brummer
11. Paul Butler
12. William Buzbee
13. J. Peter Byrne
14. Angela J. Campbell
15. Sheryll D. Cashin
16. Julie Cohen
17. Stephen B. Cohen
18. Sherman L. Cohn
19. David D. Cole
20. Anthony E. Cook
21. John M. Copacino
22. Michael Diamond
23. Laura Donohue
24. Peter B. Edelman
25. Deborah Epstein
26. Daniel R. Ernst
27. Lily Faulhaber
28. James V. Feinerman
29. Heidi Li Feldman
30. Anne Fleming
31. Sheila Foster
32. Aderson Francois
33. Brian Galle
34. Anna Gelpern
35. Maria Glover
36. Steven H. Goldblatt
37. Lawrence Gostin
38. Michael H. Gottesman
39. Itai Grinberg
40. Charles H. Gustafson
41. Erica Hashimoto
42. Lisa Heinzerling
43. Kristin Nicole Henning
44. Shon Hopwood
45. Nan Hunter
46. David Hyman
47. Emma Coleman Jordan
48. Neal Kumar Katyal
49. Gregory Klass
50. David A. Koplow
51. Donald C. Langevoort
52. Martin S. Lederman
53. Adam Levitin
54. David J. Luban
55. Allegra McLeod
56. Naomi Mezey
57. John Mikhail
58. Wallace J. Mlyniec
59. Jonathan Molot
60. Sherally Munshi
61. Eleanor Holmes Norton
62. Victoria Nourse
63. Paul Ohm
64. James C. Oldham
65. Julie Rose O'Sullivan
66. Eloise Pasachoff
67. Gary Peller
68. Alicia Plerhoples
69. Milton C. Regan
70. Richard L. Roe
71. Nicholas Quinn Rosenkranz
72. Susan Deller Ross
73. Tanina Rostain
74. Paul F. Rothstein
75. Peter Rubin
76. Steve C. Salop
77. Alvaro Santos
78. Philip G. Schrag
79. Louis Michael Seidman
80. Howard Shelanski
81. Abbe Smith
82. Brad Snyder
83. Lawrence Solum
84. Girardeau A. Spann
85. Jane E. Stromseth
86. Robert K. Stumberg
87. Neel Sukhatme
88. David Super
89. Peter W. Tague
90. Daniel K. Tarullo
91. Joshua C. Teitelbaum
92. Yvonne Tew
93. John R. Thomas
94. Robert Thompson
95. William Treanor
96. Philomila Tsoukala
97. Carlos Manuel Vazquez
98. Urska Velikonja
99. David C. Vladeck
100. Silas Wasserstrom
101. Edith Brown Weiss
102. Franz Werro
103. Robin L. West
104. Jamillah Williams
105. Brian Wolfman
106. Michelle Wu

#### Legal Research and Writing Faculty

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<tr>
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<tr>
<td>1</td>
<td>Sonya Bonneau</td>
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<td>2</td>
<td>Erin Carroll</td>
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<td>Michael Cedrone</td>
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<td>Diana Roberto Donahoe</td>
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<td>Rima Sirota</td>
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<td>Kristen Konrad Tiscione</td>
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<td>13</td>
<td>Jessica Wherry</td>
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#### Professors from Practice

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<tr>
<td>1</td>
<td>Vicki Arroyo</td>
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<td>2</td>
<td>Andy Schoenholtz</td>
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<td>3</td>
<td>David Stewart</td>
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<td>Tim Westmoreland</td>
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#### Graduate Programs Faculty

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<td>1</td>
<td>Craig Hoffman</td>
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<td>Stafford Smiley</td>
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<td>3</td>
<td>Phil Tatarowicz</td>
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<tr>
<td>4</td>
<td>Anne Marie Whitesell</td>
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