



## GEORGETOWN UNIVERSITY LAW CENTER - Office Memorandum

**DATE:** June 1, 2017  
**TO:** Law Center Faculty  
**From:** Joshua Teitelbaum,  
Associate Dean, Research and Academic Programs  
**Re:** Faculty Research Accounts

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)<sup>1</sup> will receive a Faculty Research Account (FRA).<sup>2</sup> 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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<sup>1</sup> The list of full-time faculty for 2017-18 is attached hereto as Annex A.

<sup>2</sup> 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.

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

**Full and Associate Professors**

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

1. Sonya Bonneau
2. Erin Carroll
3. Michael Cedrone
4. Frances C. DeLaurentis
5. Diana Roberto Donahoe
6. Vicki W. Girard
7. Susan McMahon
8. Jarrod Reich
9. Julia L. Ross
10. Jeffrey Shulman
11. Rima Sirota
12. Kristen Konrad Tiscione
13. Jessica Wherry

### **Professors from Practice**

1. Vicki Arroyo
2. Andy Schoenholtz
3. David Stewart
4. Tim Westmoreland

### **Graduate Programs Faculty**

1. Craig Hoffman
2. Stafford Smiley
3. Phil Tatarowicz
4. Anne Marie Whitesell