

Academic Affairs Budget Guidelines for Teaching Grants

August 16, 2023

Teaching Grants support new innovative and/or creative teaching approaches with aims to improve instruction at the University. Teaching Grants provide faculty support during the 1st summer session for work designing or redesigning a course to be offered beginning the following Fall or Spring semester. For example, a 2024-25 Teaching Grant would support a faculty member's work to design/redesign a course to be offered beginning in Fall 24 or Spring 25. The work to design/redesign the course would be completed during SS1 2024.

Teaching Grant are funded using a combination of state lapsed salary and state operating dollars. State funds do not carry forward from one fiscal year to the next, therefore Teaching Grant funding must be expended by June 30th of the year in which the Teaching Grant is received. Expenditures included in the Teaching Grant proposal must be allowable on state funds. Below is a list of some items that are not allowable on state funds.

Unallowable Purchases from State Budget Codes

There are some purchases that are specifically not allowable from state funds. Examples include the following:

- Alcoholic beverages, "setups", drinks, or food items;
- Contributions and donations;
- Decorations (seasonal or otherwise);
- Excess per diem for meals on travel status;
- Employee meals/per diem when not on travel status;
- Extra insurance for rental cars – (see Travel Manual);
- Flower arrangements, cut flowers, works of art, paintings, drawings, pictures, plaques, plants, etc. Decorative/aesthetic items may be purchased for public areas such as lounges, hallways, and reception areas.
- Food, coffee, tea, drinks, bottled water, candy, snacks, break refreshments, etc. except for those provided under University and state travel regulations. The State Budget Manual gives specific requirements and limitations for internal and external conferences.
- Get well cards, sympathy cards, birthday cards, thank you cards or holiday cards;
- Gifts or items of recognition (regalia, lanyards, cords, ribbons, plaques, awards, prizes) unless recognizing years of service or items related to the graduation fee;
- Medications (pain relievers, aspirin, etc.), shots, and/or medical supplies for staff/employees other than as may be required by federal or state regulations or for emergency first aid.
- Multi-year agreements not with original purchase and multi-year agreements where vendor requires up-front payment for all years;
- Paper products (cups, napkins, plates, utensils, etc.);
- Penalties or late fees; *
- Personal clothing items or t-shirts which are not part of required uniforms, safety related, or required program-related;
- Personalized or personal use items (Kleenex, hand sanitizer or disinfectant wipes (except in a medical setting or during a pandemic), desk name plates, personal memberships, wireless routers for home use, etc.). Name badges may be purchased with state funds as long as the position requires such identification. The badge must be worn during all work hours.
- Pre-payments;

- Rental fees for non-State owned buildings for retreats, meetings, etc. (Reservation fees charged by Central Reservations Office are allowable on state funds.)
- Rental of portable water dispensers, coffee pots, or tablecloths or the purchase of items related to refreshments;
- Search expenses for travel related to SHRA employees;
- Staff development expenses (Ropes courses, motivational speakers, etc.);
- Student registration fees unless on official state business;
- Window curtains and draperies made of cloth (blinds, shades, etc. may be ordered through Facilities' work order system).

Additional information on use of state funds can be found in the ECU Spending Guidelines located on the Controller's Office website (<https://financialservices.ecu.edu/controllers-office/>).

Questions regarding allowable uses of Teaching Grant funding can be directed to Ruth Lee, Director of Academic Affairs Financial Administration (328-1411 or leer@ecu.edu).