

**EMORY UNIVERSITY SCHOOL OF MEDICINE  
POLICY ON DISCRETIONARY ACCOUNTS**

Individual faculty discretionary accounts are defined as those that contain unrestricted funds to the School of Medicine designated for use by a faculty member. These funds may contain, for example, donor funds, fixed fee contract residual balances that were unexpended after completion of clinical trials on which the individual faculty member was the principle investigator, funds generated from intellectual property patenting and licensing, and funds generated through participation in continuing medical education courses. As an incentive to encourage faculty to engage in scholarly research, technology transfer, and continuing medical education, the School of Medicine, as a matter of policy, assigns discretionary account funds to such faculty members and designates the accounts by the faculty member's name. A faculty member will use the funds in his/her discretionary account to support aspects of the academic mission, including accredited continuing medical education; professional travel related to the faculty member's clinical duties, teaching, and research; journal subscriptions; student stipends; and non-sponsored research expenditures. The faculty member may elect to use funds in a discretionary account to support his/her salary, with the approval of the Department Chair and within the policies of the School of Medicine. All expenditures on discretionary accounts must be approved by the Department Chair or Chair's designee. Any expenditures over \$10,000 must be approved by the Dean of the School of Medicine or Dean's designee.

The following guidelines govern discretionary account funds when the faculty member leaves the department:

1. When a faculty member transfers his/her faculty appointment to another department within the School of Medicine, the faculty member may elect to transfer his/her discretionary account to the other department. The amount of the fund transfer will be the net after any deficit accounts in the faculty member's name are satisfied. Any transfer of a faculty member's appointment must be approved by both chairs and the Dean of the School of Medicine.
2. When a faculty member transfers to another unit of Emory University or to another academic institution, the funds in his/her discretionary account will usually remain in the primary School of Medicine department for use by the chair in support of departmental activities. However, the funds may be transferred at the discretion of the department chair and the Dean of the School of Medicine. The amount of the fund transfer will be the net after any deficit accounts in the faculty member's name are satisfied. A consideration in the decision on whether the funds will be transferred to another Emory unit or another institution is the degree to which the department and School of Medicine provided salary support and research infrastructure support to the faculty member.
3. When a faculty member retires or resigns for reasons other than an academic appointment at another institution, the discretionary account funds will revert to the primary School of Medicine department for use by the department chair in support of departmental activities.

(Amended by the Council of Chairs April 21, 2003.)