When you cut and paste this language into the offer letter, please make certain it is Garamond Font, 12.

Research and professional development fund language for REGULAR hires

You will receive a research and professional development fund in the amount of $XXXXX. These funds are reviewed annually and additional funds are added according to the availability of funds and evaluation of your scholarship and/or professional activity. Please note: all expenditures made from a faculty research and professional development account must comply with all applicable University policies and procedures. All items/assets purchased or reimbursed with the account remain the property of the University.

Research and professional development fund language for VISITORS (when applicable)

You will receive a research and professional development fund in the amount of $XXXXX. Please note: all expenditures made from a faculty research and professional development account must comply with all applicable University policies and procedures. All items/assets purchased or reimbursed with the account remain the property of the University and must be returned to the University at the end of your contract.

3/2015