I. Policy

A. Financial management of endowments is subject to conditions or restrictions required by the donor(s) and consistent with the endowment agreement approved by the Board of Regents and institutional guidelines.

B. A request to transfer an endowment account to another center/department/school requires the approval of the Dean currently responsible for the endowment.

C. Annually, each department will provide a list of designated staff that have signature authority, or assist in the management of endowments to the Office of Institutional Advancement (for required training) and will ensure a proper segregation of duties exists at all times. Any staff changes should be reported to the Office of Institutional Advancement as they occur.

II. File Maintenance

Each department will maintain a permanent endowment file with the gift agreement and supporting documentation on each endowment held in the department.

III. Training

A. The Endowment Management Training course is just one component of an ongoing initiative to ensure that faculty and staff complies with the intentions of each endowment. See the Handbook of Operating Policies (HOP), Section 6.10.3, “Establishment and Management of Endowments”.
B. The Endowment Management Training course should be completed biennially by staff
designated as having signature authority or assisting in the management of endowments.

IV. Reporting

A. Departments with signature authority on endowments will annually provide two reports
for each endowment to the Office of Institutional Advancement assessing the prior year
fiscal activities. These reports include the:

1. Endowment Certification, and

B. See the HOP, Section 6.10.3, “Establishment and Management of Endowments”.

V. Guidelines for Use of Funds

Use of distributions from endowments are based on The University of Texas System approved
purpose and the endowment agreement for each endowment.

A. Purposes are categorized as follows:

1. Endowed Academic Positions – includes chairs, professorships, and fellowships
2. Scholarships/Student Awards
3. Miscellaneous, other academic support, current restricted, and current unrestricted.

B. For endowed academic positions, if the position is filled, appropriate expenditures can
include, but is not limited to:

- Salary support for the designated holder or staff member to allow greater focus on
  the donor directed endowment purpose. See the HOP, Section 3.1.4, “Endowed
  Appointments”.
- Research
- Equipment
- Professional travel and development (holder or staff)
- Student Support
- Administrative overhead to support the holder’s scholarly activities
- Consultants
- Clinical research work – with the exclusion of normal operational costs. Endowed
  Academic Positions may only subsidize normal clinical operations if this intention
  is consistent with the stated purpose of the endowment.
All endowment expenditures involving human subject research should be assessed for clinical procedures. Research projects involving clinical procedures, billing risk must be reviewed and approved by the institutional Clinical Trials Office (CTO) with adherence to institution wide CTO policies and procedures; which may be reviewed on the following site:
http://research.uthscsa.edu/CTO/CTOpolicies.shtml

(Note: the Cancer Therapy and Research Center has offices with equivalent responsibilities that are required to comply with the same institutional regulations and UT System policy; the institution CTO verifies conformance of the institution-wide CTO policy and process)

- Curriculum development
- Publications
- Recruitment expenses
- Specific guidelines mentioned in the Endowment Agreement

Endowment distributions will be used to support the academic work of the faculty member occupying the endowed position and will comply with established University policies.

If endowed chair or professorship is unfilled, only expenditures related to recruitment of a holder are acceptable.

C. For scholarships/student awards follow guidelines, criteria, terms, and timelines of The University of Texas System approved Endowment Agreement.

Adhere to all applicable laws and regulations.

D. For miscellaneous, other academic support, current restricted, and current unrestricted follow guidelines, criteria, terms, and timelines of The University of Texas System approved Endowment Agreement.

Adhere to all applicable laws and regulations.