

**UAB Development Office  
Endowment Expenditure Guidelines  
Discussed with Prospective Donors**

In discussions with donors, endowments are presented as a way to pay tribute to family members, friends, and/or colleagues as well as to provide a source of perpetual funding for a benefitting area. This perpetual funding source is meant to remove the financial burden from the institution of implementing and continuing important initiatives.

*Endowed Chairs/Professorships:*

- Earnings from endowed chairs may be used to support the direct UAB activities of the chair holder. Expenditures may include but are not limited to, salary and fringe benefit support, research support, travel expenses, dues and membership fees, subscription payments, salary and fringe benefits for support staff, etc. Earnings from endowed chairs may not be used to support general departmental expenses. The chair holder, and his or her related UAB activities, must benefit directly from the expenses incurred.

*Endowed Visiting Professorships:*

- Earnings from endowed visiting professorships may be used to support the recruitment of a visiting scholar, or scholars, to the UAB campus. Expenditures may include, but are not limited to, the payment of travel expenses, honorariums (or salary support depending on the length of the visit), recognition plaques or other recognition items, and other related activities surrounding the education, collaboration, and exchange of ideas with the visiting scholar. These activities may include luncheons, receptions, and/or dinners held on campus or off campus for UAB faculty, their family members, visiting faculty, their family members, donors or prospective donors, their family members, key UAB staff, their family members, and former or current professional school residents and their family members.

*Endowed Research Funds:*

- Earnings from endowed research funds may be used to support the research efforts of the benefitting unit as defined by the donor or, in cases where the donor has not defined a specific research purpose, as defined by the unit's leadership in consultation with the dean or director of said unit.

*Endowed Lectureships:*

- Earnings from endowed lectureships may be used to support the recruitment of a visiting scholar to present academic and/or scientific theories or findings on the UAB campus. Expenditures may include, but are not limited to, the payment of travel expenses, honorariums, recognition plaques or other recognition items, and other related activities surrounding the education, collaboration, and exchange of ideas with the visiting scholar. These activities may include luncheons, receptions and/or dinners held on campus or off campus for UAB faculty, their family members, visiting faculty, their family members, donors or prospective donors, their family members, key UAB staff, their family members, and former or current professional school residents and their family members. In most cases, the number of events surrounding the lecture to be paid from the endowment earnings should not exceed two.

*Endowed Student Loan Funds:*

- Earnings from endowed student loan funds may be used to assist students in completing their education at UAB. Donors, based on advice given by the university, establish repayment guidelines, which may include forgiveness of the loan based upon some type of service once the student graduates. Loans may be given on an emergency-need basis, as outlined by the donor upon loan establishment. However, generally loan proceeds are applied toward the recipient's tuition and fees, and remaining funds are disbursed to the student for books, supplies, room and board, and other school-related expenses.

*Endowed Scholarships:*

- Earnings from endowed scholarships are used to assist students in completing their education at UAB. Scholarship funds are applied to tuition and fees, and any remaining funds are disbursed to students for books, supplies, room and board, and other school-related expenses. Unless otherwise defined, scholarship awards are disbursed in equal amounts over the regular terms of the award year.

*Endowed Program Support Funds:*

- Earnings from endowed program support funds are used to assist in the general operation of the benefitting unit. Unless otherwise defined, all expenditures related to the overall operation of said unit are eligible to be paid from endowed program support fund earnings.

*Endowed Library Book Funds:*

- Earnings from endowed library book funds are used to support the purchase and maintenance of book collections housed in the benefitting university library. Unless otherwise noted, the use of these funds is at the discretion of the director of the benefitting library.

*Endowed Award Funds:*

- Earnings from endowed award funds are used to support prizes within the benefitting unit. Prizes may be for faculty, staff, or students of UAB, or external individuals or corporations, based on donor wishes. If the donor does not restrict the award, the prizes are given at the discretion of the unit's leadership in consultation with the dean or director of said unit. Plaques for award recipients may be paid from the endowment's earnings. In addition, some endowed award funds are directed by donors to aid in the support of a student's payment of tuition and fees. In those cases, awards are made by the unit's standing scholarship selection committee and disbursed as other scholarships are disbursed according to the University's scholarship award procedures.

Approved:



---

Carol Z. Garrison  
President