

# Guidelines on the Use of E&T Funds

The E&T fee was instituted to replace a myriad of course specific fees used to support general campus technology, classroom, laboratory, and other student educational efforts that could not be provided by state budget allocations. The intent of the fee receipt use is clear; it should be used to support needs **directly** associated with providing campus technology, classroom and laboratory instruction or other student educational experiences. While there will always need to be judgment exercised by the individual units in the practical definition of the term “directly,” the general philosophy in exercising judgment should make reference to the direct impact on the educational experience of students. The examples below are intended to provide some guidance in resolving other potential uses not specified below.

## Examples of Acceptable Uses of E&T Allocations

- Purchase of computers, projectors, and other equipment/supplies for classrooms and labs or other instructional purposes
- Purchase or licensing access for software or cloud-based technology applications
- Departmental copying expenses (paper, toner, rental etc.) associated with instructional material
- Stipends for guest speakers in a course
- Travel expenses associated with course field trips
- Cost of building modifications associated with enhancing classroom or lab space
- Expenses to support student research, including presentations at conferences, which are not classified as financial aid
- Travel expenses of faculty and staff chaperoning student field trips
- Permanent and temporary staffing of instructional and computer labs

## Examples of Non-Acceptable Uses of E&T Allocations

- Purchase of furniture, non-computing equipment, or supplies for faculty and staff offices or common areas
- Purchase of equipment (including maintenance services) and supplies used solely to conduct faculty research
- Purchase or licensing access to datasets used exclusively for faculty research purposes
- Travel expenses for faculty and staff to attend professional conferences not associated with chaperoning a student focused field trip
- Postage
- Cost of general building modifications which don't impact classroom or lab space
- Any payment to or on behalf of students that is considered financial aid

As indicated above, the lists are intended to provide a framework for individual units to exercise judgment regarding potential uses of these budget allocations. If the need arises, please feel free to contact the Office of Academic Affairs regarding specific questions on the use of the funds.