

**Policy and Procedure Document  
Virginia Institute of Marine Science  
William & Mary**



Number: PPD - 0006  
Subject: Funding for Organizational and Individual Memberships, Professional Licenses,  
and Professional Certifications  
Responsible Office: Dean & Director

The Virginia Institute of Marine Science (VIMS) will not provide payment from educational and general funds (E&G) or “Institutional” funds for individual memberships in professional organizations, professional licenses, or professional certifications. If specifically allowed by the sponsoring agency, grant or contract funds may be used to pay for the cost of the action. If the cost of a certification is included within the general fee charged for attending a professional meeting or seminar which an individual attends, the usual and customary requirements for funding participation in such meetings apply. On rare occasions, the Dean & Director may approve exemptions to this policy.

If specifically approved in advance by the Dean & Director, VIMS may provide funding for organizational memberships in various organizations.

Effective Date: July 1, 2009  
Updates: May 6, 2010  
Sept. 2023