

College of Health Sciences
Guidelines for Start-Up Funds for New Faculty
8/23/13

This document sets forth guidelines for determination of the start-up fund offer, contributions expected to start-up funds from academic units within the College, and expectations for expenditure of start-up funds by the faculty member.

Determination of the Amount of the Start-up Fund Offer

Start-up funds are allocated based on expressed needs for support in the form of equipment, supplies, personnel, etc. that are reasonable for enabling the “start-up” of a new faculty member’s research program. These funds are intended to support the initial launch of the faculty member’s research, with the understanding that ongoing support should come from funded grants.

Academic unit heads are responsible for securing a budget for start-up funds from the faculty candidate before determining the amount of start-up funding needed. In some cases, equipment listed in the start-up budget may already be available to the faculty member and the budget should be adjusted accordingly. Listed costs for personnel support, e.g. a graduate research assistant, should be adjusted in accordance with standard university pay rates. The amount of the start-up package should be ample, but not excessive, for meeting real start-up needs of the faculty member.

The final budget for start-up funds as approved by the unit head should be retained and serve as a guideline for expenditure of the start-up funds once the faculty member is employed.

Allocation of Contributions to Start-up Funds

Academic units are expected to contribute the same percentage of funding to each start-up package for new faculty they are hiring as they receive in distribution of indirect costs from the College. Accordingly, units receiving a 25% distribution of F&A return to the College are expected to contribute 25% to the start-up funds obligated to each new faculty member they hire.

In cases where the allocation of start-up funds is agreed to be spread over two or more years, as stated in the offer letter, the academic unit hiring the new faculty member will only be charged the owed percentage of funds actually placed in the start-up account each year.

Expenditure of Start-up Funds

Unless otherwise stated in the faculty offer letter, all start-up funds should be expended within three years of the initial hiring date. Exceptions to this must be requested in writing and approved by the Dean’s office, with a new expenditure deadline agreed upon.

Minor adjustments in the originally approved start-up budget may be made at the faculty member’s discretion. However, any budget modification amounting to 25% or more of the total allocation must be approved by the department chair or school director.