

Procedure for Processing New Faculty Start-up Funds

Introduction

This procedure describes the process for distributing start-up funds provided by the Vice Chancellor for Research and Innovation (VCRI). The process is designed to promote maximum research output and results during the funding term defined in Academic Policy Series 1405.16F.

Process

1. When the annual hiring plan (and attendant start-up budget allocation) is finalized, the VCRI budget officer will request *funding* worktags for each position for which more than \$50,000 in start-up and renovation (combined) is approved by the VCRI.

VCRI funding worktags will be named in the following manner:

- DS14460 UAF | FY23-24 VCRI Startup AFLS1-Line17
once position is filled, it will be renamed to:
- DS14460 UAF | FY23-24 VCRI Startup AFLS-John Doe

College/departmental spending worktags should be named in a corresponding manner:

- DS14461 UAF | FY23-24 VCRI Startup ENPL-John Doe

2. Consistent with current practice, a new faculty member's start-up package is negotiated at the time of hiring and is included in the offer letter. The offer letter (or attachment) lists the allowable expenditures, if applicable, and the distribution schedule (as follows).

<u>Start-up package</u>	<u>Distribution</u>
Less than \$50K	100% in year 1
Between \$50k and \$200k	50% in year 1; 50% in year 2
Greater than \$200k	40% in year 1; 30% in year 2 and year 3

DRI funds allocated for years two and three may be advanced to earlier years for unexpected needs (e.g., equipment price change, hiring opportunity, time sensitive research) upon consultation with the approval of department, dean, and DRI.

3. The faculty member may begin spending their start-up funds after:
 - The faculty member arrives on campus.
 - The faculty member's academic rank has been confirmed in Workday.
 - The proposal and budget have been approved.

4. VCRI will transfer funds from start-up funding accounts to the corresponding department's spending account(s) quarterly to reimburse for allowable expenditures.
5. At the end of the fiscal year, the faculty member should provide a report limited to two (2) pages to the VCRI, college, and department on the use of their start-up funds. The report should briefly describe how the funds were spent and a proposal and budget for start-up funds for the next fiscal year. The report should also describe if there were any issues related to spending the funds such as lab remodeling not being complete, vendor backlog on equipment, etc.
6. A faculty member who has received (an) externally funded grant(s) for scholarly activity that has been processed by the Office of Sponsored Programs may request extension of start-up funds up to the total value of the grants accrued and not to exceed the start-up commitment.
7. To minimize delays in the hiring process, when the requested start-up contained in the offer letter has already been approved by the provost and exactly matches the details in the approved hiring plan the offer may be tendered without additional (re)approval. If this is the case, after the offer letter is provided to the candidate DRI is to be notified by email. The email must contain the PSB#, a copy of the offer letter, and a statement that indicates the amounts match the approved hiring plan.
8. The following items apply to the use of start-up funds:
 - A faculty member may request that start-up funds be distributed earlier than negotiated (front-loaded). Approval by the VCRI is subject to availability of fund.
 - Start-up funds may be transferred between budget categories (graduate student stipends, travel, equipment, etc.) by prior approval of the VCRI and college.
 - A faculty member hired before completion of the terminal degree will not receive start-up funds until the degree is completed.
 - A faculty member who is successful in receiving grant funding may be able to redirect start-up funds to other purposes. Or the start-up funds may be available for one or two more years. The VCRI and college would need to approve such a request.
 - A faculty member may request that any unused funds at the end of a fiscal year be carried forward to the next year. This must be approved by the VCRI and others providing funds.

Allowable Start-up Expenses:

Start-up funds typically come from VCRI, college, and/or department. The funds provided by VCRI are subject to some limitations. These limitations may or may not apply to college or department funds.

Allowed:

- Research equipment
- Laboratory or research facility remodeling
- Graduate student stipends and/or tuition
- Salary support for postdoctoral student(s) or professional(s) who will substantially contribute to the research productivity of the faculty member and would be considered a coauthor on scholarly activity. Approval of the department and dean will be required prior to requesting VCRI funds for this expense.
- Research travel, including but not limited to conducting research, meeting collaborators, meeting sponsors, and attending conferences
- Library resources, including subscriptions
- Computer equipment and related resources
- Research and/or Office Productivity Software
- Other expenses related to research, research administration, and research promotion

Not allowed:

- Moving expenses
- Cell phone equipment or service charges
- Faculty salary, including summer salary
- Office furniture, unless related to the faculty member's research
- Office amenities such as a stereo system, unless related to the faculty member's research.