SOP 9 Requests for Start-up Funds (Including Summer Salary), Renovation Funds and Matching Funds

Start-up Funds
Start-up funds represent significant commitments on the part of departments, colleges and the university. Start-up packages for faculty are supported as follows: 1/3 from the Department and 2/3 from the College on the portions of funds that are not covered by central administration. Expenditures for startup funds are charged to departmental phase accounts and tracked at the departmental level. The departments generate reports on the 15th of odd numbered months for expenditures in the prior two month period (July-August expenditures are reported by Sept. 15, etc.). The reports are provided to faculty for inspection, and to the college, to invoice the college for its share of the expenditures (including that provided by central administration). The college share of startup funds is due to the faculty phase accounts by the end of the month in which the report is received. The college is moreover responsible for collecting start-up fund contributions pledged by the central university administration, if applicable.

Departments will be expected to use existing departmental resources to cover the teaching responsibilities associated with any reduced teaching loads of new faculty.

Renovation Funds
Requirements for laboratory renovations, space and resources outside the College must be addressed prior to making offers to faculty candidates. Agreements on how these requirements will be satisfied should be summarized in the memorandum to the Dean to be submitted through the Associate Dean for Research in consultation with the Senior Associate Dean for Administration. Requests must be endorsed by each unit head whose faculty members are participating in the proposal, prior to any commitment being made by the Dean.

Proposals for Matching Requests
Cash matching requests will be considered by the College only if matching requirements are explicitly specified by the agency in the proposal criteria. In such cases, the College will attempt to maximize the contribution from outside sources provided that such efforts do not adversely impact higher college priorities.

In cases of large cash match requirements, it is expected that the central administration will contribute significantly toward the match. Faculty must first take advantage of their unrestricted start-up funds to satisfy cash matching requests.

Departments and the College may utilize Teaching Assistant stipends, graduate student tuition, release time, staff support, Educational Technology Fee funds and other support to help satisfy matching requirements.

After contributions obtained from outside sources, non-F&A sources, and from start-up funds (if applicable), the remaining required matches will be split 50/50 between departments and the College.
For grants or contracts that span multiple departments, the relative share for each departmental match will be directly proportional to its relative share of the F&A to be generated on the contract or grant.