

## Procedure for Processing New Faculty Start-up Funds

### Introduction

This procedure describes a new process for disbursing and reporting on the use of start-up funds. It includes start-up funds provided by the Vice Provost for Research and Economic Development, colleges, departments, and other campus units. The new process will provide benefits to the faculty member and to the university. It will:

1. Provide the faculty member with experience in writing research proposals and developing budgets,
2. Provide a research plan that will guide the expenditure of start-up funds in a timely fashion, and
3. Highlight issues that faculty may be having such as facilities renovation, equipment purchase, etc.
4. Increase oversight to ensure that start-up funds are being used in a timely manner.

### Process

1. A 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. A multi-year start-up package will be evenly distributed across all years unless the faculty member negotiates a different arrangement and funds are available.
2. Any time after the faculty member has accepted an offer from the University of Arkansas, the faculty member should submit to the Office of the Vice Provost for Research and Economic Development (VPRED) and the hiring college a proposal and budget for how the start-up funds will be used. The proposal and budget should specifically identify the funds that will be needed in the first year. The proposal and budget should be limited to 3 pages.
3. The first year start-up funds will be transferred to the faculty member's start-up account after:
  - the faculty member arrives on campus
  - the faculty member's academic rank (tenured or tenure track) has been confirmed in BASIS, and
  - the proposal and budget have been approved
4. At the end of the fiscal year, the faculty member should provide a report to the VPRED, college, and department on the use of their start-up funds. The report should briefly describe how the funds were spent and the balance of funds remaining, if any. The report should also describe if there were any issues related to spending the funds such as lab remodeling not complete, vendor back-log on equipment, etc. This report should be limited to 2 pages.
5. The end of fiscal year report should include a proposal and budget for start-up funds during the next fiscal year. This proposal should be limited to 2 pages.

The following items apply to the use of start-up funds:

- 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 VPRED and others providing funds.
- A faculty member may request that start-up funds be distributed earlier than negotiated (front-loaded). Approval by the VPRED is subject to funds availability.
- Start-up funds may be transferred between budget categories (graduate student stipends, travel, equipment, etc) by prior approval of the VPRED 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 that 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 VPRED and college would need to approve such request.

### **Allowable Start-up Expenses**

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

Allowed:

- Research equipment
- Laboratory or research facility remodeling
- Graduate student stipends and/or tuition
- Research travel, including to conduct research, to meet collaborations, to meet sponsors, to attend 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, e.g. faculty in Music

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