

# ADMINISTRATIVE PROCEDURE - College of Agriculture and Natural Resources

Sub-unit: **College of Agriculture and Natural Resources**

Subject: **FACULTY START-UP FUNDS**

Effective Date: March 1, 2016

Reapproved: March 1, 2019

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## A. **Purpose**

The Provost and the Vice President for Research (VPR) have outlined policies for requesting faculty start-up funds. This procedure is intended to streamline the request process and minimize bureaucracy.

The financial assistance required and the period of support will vary widely depending on the discipline and seniority of the faculty member. A request does not guarantee support and is subject to the availability of funds.

## B. **Procedure**

Start-up funds may be requested for salary support for the candidate, postdocs, graduate students, and for travel, materials, equipment, and laboratory renovation. **Funds related to relocation expenses for personal items, spousal hires, and teaching buyouts will be the responsibility of the department.**

Provost support will be limited to 24% of the eligible expenses for the start-up package. VPR support will be limited to 20% of research equipment and laboratory renovations up to a maximum contribution equal to 11.11% of the total start-up package amount. The Provost and VPR will jointly provide up to 33% of the total start-up package. College support will be limited to 33% of the total start-up package.

The AGNR APPROVED STARTUP SPREADSHEET should be completed and e-mailed to Dan Ramia ([dwramia@umd.edu](mailto:dwramia@umd.edu)), Patricia Nitowitz ([pnitowit@umd.edu](mailto:pnitowit@umd.edu)), and Jessica Vernon ([jvernon3@umd.edu](mailto:jvernon3@umd.edu)) along with the Provost's Faculty Start-Up Request Form. A link to the request form will be added. The Fiscal Office will coordinate requests for Faculty Start-Up Funds with the Provost. Requests for equipment and laboratory renovation funds will need to be accompanied by costs estimates and quotes provided.

Please fill out the blue highlighted sections in the AGNR APPROVED STARTUP SPREADSHEET. The spreadsheet is broken out into five sections:

Section one should include the Department, the New Faculty/Chair name, and the FY in which the candidate will begin should be selected from the drop-down list.

Section two includes base budget items. These are items that are not included in the start-up package. **The salary amount should be entered in cell C10.** Please include descriptions for additional items in column A, notes (where applicable) in column B, and enter the whole dollar amounts in column C.

Section three includes items to be reimbursed by the Department only. These include Relocation and other unallowable start-up expenditures. Please enter the amount of relocation assistance being offered in cell C16. Please include descriptions for additional items in column A, notes (where applicable) in column B, and enter the whole dollar amounts in column C.

Section four includes items to be reimbursed by the Provost, College, and Department. These include Summer Salary, Post Doc, Graduate Assistants, Other Staff, Travel, Supplies/Materials/Consumables, Computers, Furniture, and Other Research Start-Up Support. Please include descriptions for 'Other' items in column A, notes (where applicable) in column B, and enter the whole dollar amounts in column C.

Section five includes items to be reimbursed by the Provost, VPR, College, and the Department. These include Equipment Costs and Lab Renovations. Please include descriptions for items in column A, notes (where applicable) in column B, and enter the whole dollar amounts in column C.

The amount of Provost, VPR, College, and Department support will be calculated per the Provost and VPR policy and will be based on the total amount entered in column C for each line item. In the case that the total contribution exceeds the contribution percentages outlined above, the template will be adjusted by the College of Agriculture and Natural Resources Fiscal Office and will be returned to the submitter for their reference.

If the total amount of the Provost, VPR, and College commitments have not been spent during the first three years of the agreement, an extension request with the reason for the delay must be submitted to the Fiscal Office before the end of the agreement.

Please see the Start-Up Funds Reimbursement Procedure for guidance on how to submit for reimbursement of Start-Up Funds.

**C. Contact**

Questions relating to this procedure are to be directed to the Assistant Dean for Finance and Management or the Assistant Director for Financial and Policy Analysis.