

Startup Quick Reference Guide

Process for managing faculty startup funds

Collection

- Starting In FY22-23, the Dean’s Office will collect the department’s portion of the startup each year for faculty starting 7/1/22 or later.
- The portion collected from the department will be determined by the amount shown in the startup allocation spreadsheet.
- The department’s portion will come from the department’s chosen F&A or trust sources, which can change each year.

Allocation

- Starting in FY22-23, the Dean’s Office will allocate the full startup allocation requested by the faculty for the current fiscal year (Dean’s Office and department portions) to the faculty’s program code.
 - Personnel will be allocated on State funds, less the estimated fringe.
 - Non-personnel will be allocated on F&A or a Trust fund
- The Budget Analyst will upload original startup spreadsheets to the Teams site as backup for the allocations

Reallocations (this change applies to all active startups)

- There will only be a reallocation in the third (or final year), if needed.
 - Reallocation can balance personnel and non-personnel budgets if either side remains in deficit after final allocations.
- The Budget Analyst will update the startup spreadsheet on the Teams site, if needed.

Year End & Startup Period Ending Balances (this change applies to all active startups)

- At the end of the fiscal year, the balances on State funds and F&A/trust funds (positive or negative) will carryover.
- At the end of the startup period, if the faculty startup is in deficit, the department will need to pay back the deficit to the Dean’s Office or move existing charges to a department source.
- Department contributed startup dollars are the “first funds” spent, and therefore any remaining balances at the end of the startup period, including any extensions, will be retained by the Dean’s Office.

Start-up Extension Requests

- If language in the startup letter is more specific regarding extensions, the letter is what will be followed.
- All extension requests need to be made through email copying the Budget Analyst and the SAD (not in a Teams chat, on the startup spreadsheet, etc.)
 - A one-year extension of the startup period requires a simple request and explanation.
 - Extensions beyond an additional year will rarely be allowed, except in very extenuating circumstances. These require a detailed justification and written SAD approval.