

**Provost's Office and Vice President for Research  
FY16 Start-Up Package Policy**

**General Policy**

- 1) Requests for start-up support for a faculty member should be routed through the CBO in the Dean's Office of each College using the Faculty Start-Up Request Form found here:

(<http://www.provost.umd.edu/pers-bud/finpolanalysis/index.html>)

Requests must include:

- a. Description of faculty member's area of work and start-up project.
- b. Signed commitment to provide funds from the department chair and College's Dean's Office.
- c. The planned budget, which should be filled in with as much detail as necessary, dividing expenses into 4 categories: personnel, equipment, renovations, and all other expenses.

NOTE: Relocation costs, expenses related to spousal hires, and course buyouts are not considered start-up support and are NOT to be included when calculating the value of the start-up package.

- 2) Please limit requests for Provost and VPR combined contributions to one-third (1/3) of the total startup package.
- a. The Provost's Office may commit to reimburse up to a maximum of twenty-four percent (24%) of eligible expenses for the startup package.
  - b. The Office of the Vice President for Research provides startup package support to 20% of research equipment purchases and 20% of research laboratory renovations up to a maximum contribution equal to 11.11% of the total startup package amount. If the VPR total is greater than 9%, the Provost's share is reduced concordantly. If the VPR total is less than 9%, the College and Department shares will increase to achieve full funding of the package.
- 3) Once the commitments have been determined and approved:
- a. A start-up reimbursement template will be provided to the College Budget Officers showing the committed shares that will be used to calculate reimbursements.

- b. All personnel expense (GAs/Post Docs/Summer Salary etc.) related to the start-up package must be undertaken in ledger 2 accounts, with all fringe benefits related to start-up activity paid for out of this fund source and NOT from a State account.
  - c. All start-up packages (regardless of the year in which they were agreed upon) are subject to the requirement that proof of expenditure be submitted to Provost and VPR for reimbursement of committed funds.
  - d. The Provost and VPR commitments represent joint support of the new hire. Funds committed by the College and Department should be provided to the start-up at the same time that funds are requested from the Provost and VPR in the percentages determined at the agreement's onset.
- 4) Start-up funds will be committed for a five-year period. If the total amount of the Provost's and/or VPR's commitments have not been spent during that time, a request for a one-year extension with the reason for the delay in spending may be submitted to Provost and VPR before the end of the agreement. Failure to do so will result in the end of the commitment. Start-ups previously approved for a three-year period are automatically extended to five-years from their start date.

### **Reimbursement Process**

- 1) The Start-Up Reimbursement Request Form sheet provided to the CBO after determination of the final commitment totals should be completed and submitted via email to Dylan Baker ([dbaker@umd.edu](mailto:dbaker@umd.edu)) and Jeff Snider ([jsnider@umd.edu](mailto:jsnider@umd.edu)) with cc's to (Cynthia Hale ([chale@umd.edu](mailto:chale@umd.edu)) and Veronica Lewis ([vlewis1@umd.edu](mailto:vlewis1@umd.edu))).
- 2) No receipts, invoices or other transaction documentation are required. Rather, the following documents must be submitted with each request:
  - a. Complete list of startup expenditures to date from accounting system.
  - b. A list of any GAs and/or Post-Docs associated with the start-up package.
- 3) Reimbursement requests may now be submitted at any time during the year.
- 4) A minimum of \$5,000 in total expenditures is required to warrant submission, but there is no maximum limit to requests.
- 5) The Provost and VPR will only reimburse their respective shares (as defined in the request form) of total expenditures for each period.