

Policy 6.1: Department Startup Guidelines

Faculty startups are standardly broken into 3 funding sources: Department, College, and Office of Research. These funds are provided to help each faculty member build the foundation for their career at USU and provide resources needed to setup their labs and hire students to support their research. The budget for each funding source is determined by each individual's startup agreement, which is negotiated at the time of the job offer. We understand that needs will change between the offer letter acceptance and the end of the startup agreement. There is a specific process in order to request a budget reallocation for each funding source:

Department: Any substantial adjustments in the budget must have the Department Head's approval. As long as there is sufficient justification, these are typically granted.

College: Any substantial adjustments in the budget line items or line item allotments must have the Dean's approval.

Office of Research: Any adjustment whatsoever needs approval from the Financial Officer for the Office of Research. These funds can only be used for specific purposes and cannot be used for office/teaching needs. Budgeted personnel expenses must be charged to the VPR personnel index and budgeted equipment/lab supply expenses must be charged to the VPR equipment index.

Each startup agreement lasts 3 years. If there are residual funds at that point, they will be swept. If there is justification for an extension, then a request will need to be made for each individual funding source (the Department Head, Dean, and VPR FO will also approve these requests for their respective funding sources). All department extension requests must be accompanied with a new budget and a spending plan for the next year. A maximum of 1-year extension may be requested. Funds will automatically be swept at the end of the Extension period.