

**College of Science and Mathematics**  
**Policy on Start-up Funds Provided by the College**  
**February 13, 2018**

The purpose of this policy is to specify the amount of time a new faculty member has in which to spend start-up funds provided by the college. This policy applies only to the portions of the start-up package provided by the college. The portion of funds provided by departments, the EPSCoR program, the Provost, the office of Research, Creative Activity and Technology Transfer, or any other source may be subject to different policies.

- 1) Normally, start-up funds provided by the college are to be expended by the end of the fiscal year in which they were disbursed. Any funds remaining at the end of the fiscal year will be swept back by the college. The NDSU fiscal year runs from July 1 of one calendar year to June 30 of the following calendar year
- 2) New faculty may initiate purchases using college start-up funds starting on July 1 of the year in which their appointment begins. For example, a faculty member with a start date of August 16 may start ordering equipment, computers, etc. on July 1 of that year.
- 3) An appropriate adjustment will be made for start dates other than those in August. For example, a faculty member with a start date of January 1 would be given a full year (December 31) in which to expend her/his funds.
- 4) Funds may be carried over from one budget year to the next, but only with sufficient justification and prior approval of the dean.
- 5) Requests to carry over start-up funds to a subsequent year must be made in writing at least one month prior to the end of the fiscal year (or equivalent date as determined according to point 3 above). Such requests must be accompanied by a justification. Examples of justifications that might be approved include, but are not limited to: unforeseen delays in start-date, availability of a laboratory, or delivery of equipment; delays due to sickness or family leave; delays in receipt of matching funds; etc.
- 6) Approval of requests for carryover of start-up funds submitted *after* the end of the fiscal year (or equivalent) is exceedingly unlikely and will be granted only in extremely extenuating circumstances.
- 7) It is common that the college contribution to a new faculty start-up fund is disbursed over a period of two- or three-years. In this case, the faculty member must expend each installment by the end of the fiscal year (or equivalent) in which that installment was disbursed.
- 8) Start-up funds are generally provided to assist a junior faculty member in achieving tenure. Thus, all college start-up funds must be expended no later than July 1 in the year in which tenure is awarded, unless stated explicitly otherwise in the offer letter.