

Start Me Up

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Startup Guidelines

- Startup funds are intended to provide the resources needed to establish a scholarly research program that will lead to the generation of external research funding for ongoing support

Support Available

- Startup funds provided by Office of Research (OoR) may be used for research equipment, research supplies, post-doc/technical staff, and travel funds related to research
- OOR provides up to 50% of the requested startup funding
- Startup funds provided by the college/department may include funds for graduate students, conference travel, summer salary, professional fees, subscriptions or memberships, relocation, office furniture and desktop computers

**Refer to individual startup packages previously negotiated for approved allocation details*

Process & Reporting

- OoR provides funding letter to College/School that defines:
 - Award amount – refer to individual startup packages previously negotiated for approved allocation details
 - Period of commitment - 3 years unless otherwise stated in the offer letter (time frame for spending college/unit funds is at the individual college's discretion)
 - Exceptions – must be requested in writing & approved by VP Research
 - Reporting requirements – annual progress & expense report that must be submitted for review prior to the release of subsequent years of funding

Process & Reporting

- Guidelines and reporting templates are posted to the Office of Research How 2 website:

<http://researchhow2.uc.edu/home>

- Faculty Startup Funds Guidelines
- Faculty Startup Funds Report Template (Progress Report)
- Faculty Startup Funds Report Template (Expense Report)

Process & Reporting

- Annual progress report
 - Brief description of the research, scholarly or creative activities conducted during the reporting period that were supported by institutional startup funds

Note: If significant (>35%) of committed startup funding has not been expended, provide an explanation of the unused funds)

- List scholarly works created
- External support requests

Process & Reporting

- Annual expense report
 - Work with departmental business manager to prepare comprehensive expense report with detail included on backup financial reports

Note: Minor adjustments in the approved startup budget may be made at the faculty member's discretion. However, any budget modification amounting to 20% or more of the total allocation must be approved by the OoR.

Process & Reporting

- Period of Support / Extensions
 - Unless otherwise stated in the faculty offer letter, all startup funds should be expended within three years of the initial hiring date.
 - Extensions requests should be submitted by the Dean's office on the faculty behalf. These requests should be included with the annual progress and expense report. Refer to the Faculty Startup Guidelines for additional detail.

College / Department Tips

- Schedule meeting with financial staff in department responsible for managing purchases and tracking startup budget
 - Each college/department may have own processes and guidelines
 - Review startup package & process to request purchasing & hiring activities
 - Meet regularly to review budget & expenses

College / Department Tips

- Purchasing Processes to keep in mind:
 - Purchase request forms and ordering process – check requirements in your specific college/department
 - Review expected timeline to complete purchase

College / Department Tips

- Purchasing Processes continued:
 - Competitive bidding – Central Purchasing Department solicits bids from potential suppliers & selects the vendor submitting the lowest and best proposal
 - Bid waiver (sole source justifications, specialized equipment, existing equipment compatibility, etc)
 - Assets – single item >\$5000 or multiple items combines to make a single item that total over \$5000

College / Department Tips

- Purchasing Processes continued:
 - Explore if items are available through Surplus Management
 - Encouraging all departments to reuse assets at no cost from Surplus Management wherever possible through our FTD - Free to Departments program. This includes free delivery to your location by another UC work partner - UC Central Receiving
 - Also offer long term storage for UC departments in a climate controlled, highly secure Fishwick facility at a great rate

College / Department Tips

- Hiring processes to consider:
 - Each college/department may have own processes and guidelines
 - Graduate students funded by the college/department – generally intended to pay a bi-weekly stipend rather than hourly rate
 - Be aware of delays in hiring decision making that can hinder set up of labs

College / Department Tips

- Travel – OoR startup support can include travel funds related to research and resource material needs
 - Concur Travel & Expense Management Process
 - Set up Concur profile for travel requests and reporting
 - <https://www.uc.edu/af/travel/concur-travel.html>
 - Check with college/department for specific guidelines

Thank you!

Questions?

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