

SUBJECT:	Startup Usage	CREATED:	
CATEGORY:	Finance/Accounting	REVISED:	
		APPROVED:	
		EFFECTIVE:	1/1/2025

PURPOSE

Startup funds are designed to provide newly appointed faculty members with the financial resources necessary to establish and develop their academic and research initiatives. This policy outlines specific principles, guidelines, and procedures governing the effective utilization of startup funds provided by the College of Pharmacy’s Office of the Dean and may not apply to funds provided by COP departments or the Office of Research.

STANDARD

Allowable use

Startup usage must follow the university’s guidelines for allowable expenses specific to the startup account’s 3-digit fund code, which is provided to the faculty member by the COP finance office. Startup accounts for research faculty are typically provided in fund 21X and should follow [COP guidelines](#) for allowable use.

Startup funds are expected to be used according to the plan outlined as part of the faculty member’s hire. Significant deviations in personnel support, equipment, supplies or other expense categories should be approved in advance by the Associate Dean for Research.

Duration of startup support

Unless otherwise noted in the letter, startup funds are expected to be used within three years of the faculty member’s start date including final invoice payment on all purchase orders. If an extension of the startup period is needed, the faculty member must submit a request to the Associate Dean for Research at least 30 days prior to the startup end date that includes a detailed justification for the outstanding balance, the length of extension requested, and a detailed spend plan of the remaining funds. Extensions are not guaranteed, and some portion of the available funds may be returned to the college at the dean’s discretion.

Startup deductions schedule

Effective January 1, 2025, 25% of the unencumbered fund balance over \$50,000 will be deducted from all COP Dean’s Office startup projects that have been active more than 3 years. Starting January 1, 2026, and annually thereafter, the following deduction schedule will be applied to COP Dean’s Office startup accounts that have an unencumbered balance greater than \$50,000 and that have been active for more than 3 years:

- Startups in the 4th year: 25% of the available funds over \$50K will be returned to the college
- Startups in the 5th year: 50% of the available funds over \$50K will be returned to the college
- Startups in the 6th year or greater: 100% of the available funds over \$50K will be returned to the college

All available funds will be returned to the college for accounts that exceed 10 years.

Related Policies: COP 211 & 212 use policy