

Provost's Office and Vice President for Research
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](#):

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.

→ **SUBMIT NEW REQUEST:** Email complete requests to provostcommitments@umd.edu and Jeff Snider (jsnider@umd.edu) for review and approval.

- 2) Please limit requests for Provost and VPR combined contributions to **one-third (1/3) of the total start-up package**.
- a) The Provost's Office may commit to reimburse up to a maximum of twenty-four percent (24%) of eligible expenses for the start-up 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 start-up package amount.
 - i) If the VPR total is greater than 9%, the Provost's share is reduced accordingly.
 - ii) If the VPR total is less than 9%, the College and Department shares will increase to achieve full funding of the package.
- 3) The Provost and VPR commitments represent joint support of the new hire. 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) 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.
 - c) All personnel expenses (GAs/Postdocs/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.
 - d) All start-up packages (regardless of the year in which they were agreed upon) are subject to proof of expenditure when submitting for reimbursement to the Provost's Office and VPR.
- 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.

Reimbursement Process

1. The Start-up Reimbursement Form should be updated by the unit Business Manager with the new **Total Start-up Expenditures to Date**. The form will automatically calculate the current reimbursement requests.
2. Update/Add an expense log from the accounting system to the tab in the Start-up Reimbursement Form. No receipts or invoices are required.
3. Send an email to provostcommitments@umd.edu and jsnider@umd.edu and include the following:
 - a. Faculty Name
 - b. Name of the Department and College
 - c. Link to the Start-up Reimbursement Form
4. Reimbursement requests may be submitted to the Provost and VPR at any time during the year. 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.