Guideline for Requesting and Allocating Start-up Funds

Colleges receive an annual start-up allocation determined by the Provost and Executive Vice President. Please note that funds are not held in reserve, and therefore requests for increased allocations normally cannot be approved. Start-up fund allocations are only made during the given fiscal year for new hires in the upcoming fiscal year, and only tenured or tenure-track new hires are eligible for University start-up funds. In limited cases, additional start-up funds can be requested related to the Provost’s faculty hiring program and faculty hires meeting the GURI/CRI funding criteria.

Contributions to start-up packages from University (Provost) funds must be approved by the Provost (or designee). However, the Provost does not need to be involved in negotiations. Funds are allocated under the assumption that 1/3 of the funds are coming from the Provost, 1/3 from the academic department, and 1/3 from the college. Funding drawn from the University allocation can be used for up to 50% of any given faculty member’s start-up, normally matched (at a minimum) on a dollar-for-dollar basis from college, agency, and/or department sources. Allocated funds may be used for start-up at the college’s discretion.

The start-up request form is available on the Dean of Faculties (DOF) website, and information is entered into the hiring portal for routing, review, and approval.

Allowable start-up expenses from the University funds are as follows, but are not limited to:

- Research and/or laboratory equipment and supplies
- Research-related travel
- Graduate assistant support
- Other research-related items will be considered on a case-by-case basis

Start-up expenses involving non-research-related costs, salary support, or relocation allowance may be provided from matching college, agency, and/or departmental funds.

Start-up funding is normally allocated over a three-year period and should specify an end date, normally not to exceed four years, for the expenditure of all funds. Funds do not have to be spent in the year in which they are made available but should be expended within one year of the final start-up allocation period. Unused start-up funds may be carried forward for a second year (essentially granting a 5th year) with a compelling reason.

Prior to distribution of start-up funding, the Office of the Provost will request confirmation that the new faculty hire has arrived and started employment with Texas A&M University. The faculty hire must remain employed for the three-year period of the start-up funding period. If a faculty member leaves and start-up funds are unexpended, the Provost portion must be returned.

Updated 4/29/19