

Centralized Faculty Startup Funds Overview

The Provost Office identifies the new faculty to be included in the centralized faculty startup program for each fiscal year, and sends the list to the Office of Budget and Finance. The Central Business Office (CBO), a unit within the Office of Budget and Finance facilitates access and administers the funds for the faculty's exclusive use. All funds awarded must be expended within the designated timeline.

Typical costs charged to faculty startup funds include salary and fringe benefits for research assistants, post docs and other personnel recruited to participate or enhance the faculty's research, and the costs incurred as part of the faculty's research.

Roles and Responsibilities

Academic schools initiate and approve all Payroll and HR related personnel actions, One Card purchases, and all travel related expenses. The CBO reviews these transactions for accuracy and fund availability before the transactions are finalized.

Academic schools initiate purchasing related transactions and assign to the designated CBO personnel in eProcurement. The CBO completes and approves the purchasing requests, and follows up with the academic school for the receipt of goods as needed.

The CBO reconciles all cost centers and provides Faculty Startup Summary report access to the faculty and academic school personnel.

Included Expenses:

All items related to faculty research are allowable. Typical expenses include but are not limited to:

- Business expenses incurred by the faculty and personnel
- Costs related to visiting scholars and guest speakers
- Equipment and supplies
- Memberships, subscriptions, meetings and meals
- Personnel salary and fringe benefits for RA, Post Doc and student employees
- Travel for the faculty and personnel
- Other expense types are evaluated on a case-by-case basis

Excluded Expenses:

- Alcohol, advertising services, apartment rental expenses
- Catering, business meals, and events except for research
- Entertainment, bottled water and food for general consumption
- Equipment and furniture associated with establishing a typical office at UTD
- Faculty summer salaries (Unless specified by the Provost)
- Flowers, floral arrangements, or plants (live or artificial) except for research
- Awards, donations, gifts (employee and non-employee), gift cards, gift certificates, parties, and recognition materials
- Immigration and moving related costs for the faculty member and their research team

- Items for resale, promotional items associated with video conferencing
- Personal expenditures
- Prospective employee travel expense unless travel is related to an official interview or recruitment process for research
- Tuition and fees

Centralized Startup Package Extension:

Faculty can request an extension by completing the form found on Galaxy by following: Gemini for Departments → Forms → Budget & Accounting → Faculty Startup Extension.

The request will be routed through the Dean and Office of Budget and Finance for Review.