



Guidelines for Requesting and Accessing Start-Up Funds

Departments and Academic Programs may request start-up funding for prospective tenured and tenure-track faculty. The request form is available on the Dean of Faculties' [website](#). Please route the form for review and approval to the Dean of Liberal Arts at the same time the draft offer letter is submitted for approval.

The College receives an annual allocation of start-up funds from the Provost that does not cover 100% of the expenditures and assumes some cost share with the hiring department and college. Allowable start-up categories include but are not limited to:

- Research equipment and supplies
- Research-related travel
- Graduate research assistant support
- Other research support personnel (e.g., postdoctoral fellows)

***Summer salary and relocation allowances must be provided by matching college or departmental funds.*

Start-up requests must be broken down by the proposed categories on the form and in the offer letter. Start-up funding is allocated for equipment and other property typically for on-campus use. Summer salary support will normally be limited to a maximum of two summer months prior to the new faculty member's first academic semester. Deferral of one month of salary is possible.

Start-up funds are normally allocated over a three-year period. They do not have to be spent in the year in which they are made available but must be expended within one year of the final start-up allocation period. All start-up funds expire at the completion of the fourth year of employment and will be returned. Requests for deferred expenditures beyond the fourth year require Dean's approval based on a compelling reason. Any changes to the use of start-up funding detailed in the offer letter also require written approval from the Dean through the department head.

Each fall semester, faculty who received a start-up allocation in the previous fiscal year will be prompted to submit a report to the Dean detailing research activities and the use of the funding. The report should include information about plans for sustaining the research program once the start-up funding has ended.

In lieu of moving expenses, a one-time relocation allowance will be offered to cover moving expenses and other relocation costs. Receipts are not required, but the lump sum payment is considered taxable income to the employee and eligible expenses may be tax deductible. Prospective employees should consult their tax advisor. The relocation allowance is payable after the start date and once the transition to Texas A&M University is complete.

If you have questions about start-up expenses or would like to discuss any special circumstances, please contact Associate Dean Violet Johnson (vmjohnson@tamu.edu) or Assistant Dean Kristine Brisco (kbrisco@tamu.edu).

Additional Reference: Office of the Provost Start-Up Guideline
<https://provost.tamu.edu/Provost/media/Assets/pdfs-resources/GuidelineforRequestingandAllocatingUniversityStartupFunds.pdf>