



School Funded Start-up Funds Extension Policy (effective Winter Quarter 2022)

Purpose

Start-up funds carry a time limit of three or four years, depending on the nature of the research and needs, as specified in individual offer letters. These funds are meant as University's investment in research and are aimed at helping new faculty establish a strong research program promptly. Monitoring and managing these funds are time and resource consuming and drain staff resources from overseeing extramurally funded projects.

The policy outlined here concerns only School funded Start-up; i.e. Any funding (e.g. cash, student support, endowment) provided directly by the School via the Director of Finance. Departmental cash and student support are excluded from this policy.

Extensions

In recognition of normal delays and similar challenges, one year of extension is possible. A brief description of funds unspent and plans for expenditure in the extension year will be reviewed at the Dean's office (see below SSoE extension request process). Once approved, the faculty will be notified and the Engineering Research Management (ERM) and Director of Finance will ensure the records are updated.

Under special circumstances, such as a pandemic, a second year of extension is possible. A description of circumstances leading to the need for another extension, the amount unspent and plans for the extension year will be reviewed by the Dean's office (see below SSoE extension request process) and once approved, the faculty will be notified and the Engineering Research Management (ERM) and Director of Finance will ensure the records are updated.

Should a faculty member request further extensions beyond two years, a three-year extension may be granted for 85% of the unspent start-up funds. The process and required information remain the same. Funds remaining at the end of the three-year extension will be returned to school accounts.

SSoE Extension Request Process

Prior to submitting an extension request, the PI should confirm remaining funding with their fiscal officer and develop a spending plan and timeline. A memorandum, outlining this information should be submitted to the Dean office prior to the expiry date.