



The University of Vermont

**College of Engineering and Mathematical Sciences
Guidelines for Spending of Tenure Track Faculty Startup Funds
February, 2020**

The college routinely provides startup funds to tenure track faculty to assist with the research related expenses that are generated with the inauguration and build of their research program. These guidelines seek to provide clarity on which expenses are appropriate to be charged against these funds.

While significant spending discretion is given to the recipient of faculty startup funds, all startup funding originating within the college along with any purchases made with those funds, including equipment and other assets, such as computers, electronics, laboratory, office, and supplies purchased with the use of startup funding will remain the property of the college.

Tenure track faculty startup funds are issued to support scholarly activities and research expenses when sponsored or soft funds are unavailable. All purchases made with faculty startup funds must be clearly documented as research or scholarly expenses. They must be approved by the Department Chair.

Typical and allowable expenses include: laboratory equipment and supplies, VACC usage costs, conference costs (for faculty and students), publications, and professional memberships for the faculty.

Unallowable expenses include: faculty compensation (including summer salaries, benefits, and incentive compensation); non-research related supplies; non-research related travel; furniture and furnishings; rare books (defined as books with a purchase price above \$500); works of art; gifts, donations, parties, or flowers, and external machining/fabrication costs (any machining/fabricating using CEMS funds should occur at the CEMS prototype shop or at IMF).

If you have any questions regarding these guidelines or would like additional clarification on specific allowable/unallowable expenses please contact the Dean of the College.