

## **I. Overview**

This policy establishes the SIO policy for determining the scope and management of faculty recruitment start-up packages. In order to recruit outstanding faculty members that are considered to have substantial research potential, SIO policy allows for providing competitive start-up packages. The Vice Chancellor for Marine Sciences (VCMS) oversees and approves institutional start-up packages with the assistance of the Department Chair and Vice Chair. The Department Chair will review each faculty appointment's proposed start-up package with the VCMS. The VCMS is responsible for approving requests for start-up funds and signing the formal commitment letter.

## **II. Purpose**

The purpose of this policy is to ensure that start-up funding is being used in accordance with the commitment made to the faculty member as identified in the approved offer letter, and that it is spent in compliance with university policy. Start-up packages provide new faculty with the necessary resources to establish a successful research program here at SIO, and to also provide a special recruitment opportunity for education. It is expected that start-up funding be spent within a three-year timeframe. If the funds are not used as originally planned, SIO reserves the option to consider reprogramming to help the institution in other critical areas.

## **III. Expense Definition**

Faculty start-up funding is designated to cover approved costs as outlined in the appointment letter. There are several possible components that make up start-up packages, and may include housing & moving expenses (See moving expense policy <https://academicaffairs.ucsd.edu/aps/compensation/moving-expenses.html> as reimbursement requires use of UCSD contracted carriers as well as a set of rules/regulations), student support, research support and equipment. Start-up packages may include, but are not limited to, laboratory/seagoing equipment, graduate, postdoc and staffing support, summer salary and fringe benefits, ship time, software, research travel to sponsor meetings, technical meetings, conferences, and professional development. Upon approval by the VCMS, start-up funding can be used as leverage for matching funds against new equipment proposals.

### *Start-up Funding vs. Discretionary funding*

*Faculty start-up funding is not considered discretionary funding. The funds provided in the start-up package should be spent in accordance with the offer letter negotiated with the faculty member. Start-up funding packages are meant to assist faculty in establishing a successful research program and not to be considered a discretionary source of funding that can be held over into the future.*

## **IV. Oversight – Modifications and Extensions in Time**

Oversight is important to ensure that start-up funding is being used appropriately and in a timely manner. The Section Head via the MSO is responsible for ensuring that faculty expenses and reimbursements are made in accordance with this Policy and that assets purchased are inventoried and maintained. Since start-up funds are offered to new faculty members to assist them in developing their research program and further the educational program at SIO, funds must be spent or obligated by the end of the third year of their appointment unless otherwise stated in the offer letter. After three years, start-up funds will automatically expire, and the remaining funds will revert back to the original VCMS funding source. Any modifications or extensions in time (maximum of two years) may be

requested in writing to the VCMS with a strong justification along with a spending plan for the remaining funds.

Upon notice of a departing faculty member, any equipment and/or supplies already purchased will remain with SIO and any unspent funds will be returned to the VCMS. No further use of remaining funds will be authorized unless approved by VCMS.

#### **V. Policy Highlights**

1. Start-up funds must be approved and included in offer letters signed off by the VCMS.
2. There will be a three-year limit on use of start-up funding.
3. Within 90 days of the end of year three, 100% of funds should be obligated.
4. Approval for any deviation or extension in time (maximum of two additional years with a total of five years maximum) must be submitted to the VCMS 90 days prior to funding expiration date. Requests must be in writing addressed to the VCMS with a detailed explanation/justification for the delay, a plan as to how the remaining funds will be spent and the impact of the request on continuing to advance the faculty's research program.
5. Start-up funding packages are meant to assist faculty in establishing a successful research program and not to be considered a discretionary source of funding that can be held over into the future.