



**School of Engineering Internal Policy
SOEFIN003**

Policy on Use of Start-up Funds

I. Scope

This policy provides guidance for determining which expenses may be charged to faculty start-up funds and other institutional support funds. The purpose of this policy is to ensure sound business practices, timely and accurate recording of expenses, and compliance with tax regulations under the Internal Revenue Code. These guidelines do not pertain to expenses related to sponsored research as specified by Santa Clara University (SCU) and federal guidelines. Faculty start-up funds may not be used for personal compensation or in any manner that supplements or increases the faculty member's base salary and are not subject to personal income tax.

II. Policy Statement

Start-up funds are provided to support a faculty member's transition to the university and their progress toward securing tenure. In the case of tenured faculty the funds are intended to support the transfer of his/her research and scholarly activities from their prior institution to SCU. Faculty members must submit a detailed cumulative list of how these funds were used, with specific reference to the research or scholarly activity in the prior year, as part of their annual performance review. The home department is responsible for all cost overruns that exceed the initial allocated start-up budget.

Upon departure of a faculty member from SCU, any unspent start-up or institutional support funds, durable assets or items of value remain with SCU.

III. Guidelines

- A. Typical expenses include:
 - New office computer, accessories and software.
 - Books, journals/subscriptions, electronic resources, special laboratory.
 - Designated research travel associated with start-up or transition to SCU campus.
 - Major scientific apparatus, materials, and core laboratory equipment.
 - Professional association membership fees.
 - Presenting a paper or attending a conference or other items that directly support your research, teaching activities and progress toward a tenure appointment.
- B. These funds may not be used for:
 - Meals at local restaurants.
 - Office renovations of any type – such as, but not limited to paint, rugs, construction.



Gifts or donations.
Faculty summer salary support.
Furniture.
Commuting/telecommuting, including parking, commuter transportation, etc.
Cell phone or data plans.

- C. Once a faculty member has attained tenure any residual start-up funds will be swept back to the Dean's Office by the end of the fiscal year in which tenure was granted.

IV. Timeframe of Use

Start-up funds must be used by the time stated on a faculty member's offer letter. Any residual funds will be swept to the School of Engineering. If there is a request for extension, please refer to policy SOEFAC003 found here.