FY16 Guidelines for Requesting and Accessing
Office of the Provost Startup Funds

1. Allocations for colleges were determined by the Provost. Funds have not been held back in reserve as in previous years, so requests for increased allocations are unlikely to be approved.

2. Contributions to start-up packages from University funds (Provost) must be approved by the Provost & Executive Vice President for Academic Affairs (or a designee). However, the Provost does not need to be involved in negotiations. Allocated funds can be used for start-up at the college’s discretion.

3. A start-up funding form (attached) specifying the amounts and purposes of the start-up funding must be routed through the normal hiring process through the Dean of Faculties to the Provost.

4. Funding drawn from the Office of the Provost allocation will normally be matched (at a minimum) on a dollar-for-dollar basis from college/department sources.

5. Only tenure/tenure track positions are eligible for Office of the Provost start-up funds. Exceptions for non-tenure/non-tenure-track appointments involving research may be approved on a compelling case basis where a long-term appointment is being made and where the individual would be engaged in research, scholarship, or creative work.

6. Start-up fund allocations are made during the given fiscal year for new hires only and should specify an end date for the expenditure of all funds. Normally, that end date will be one year after the final installment of the start-up package. These funds are distributed over the number of years specified on the new faculty start-up form; this is usually a three-year distribution. However, all funds for that faculty member will be provided to the college upon confirmation that faculty member was started at Texas A&M. The Office of the Provost will request confirmation that the faculty member remains employed for the three year period of the start-up funds.

7. Allowable start-up expenses from the University funds (Provost) are as follows, but are not limited to:
   - Research/laboratory equipment & supplies
   - Graduate assistant support
   - Travel funds related to research
   - Other research-related items will be considered on a case-by-case basis

8. Start-up expenses involving non-research-related start-up costs may be provided from matching college/departmental funds.

9. Unused start-up funds may be carried forward for one year with approval of the Provost.