




To: All CCT
From: Dr. Edward Seidel, Director 
Date: 22 February 2006
Subject: CCTPS—13 Faculty Start-up Funding Policy

Through start-up fund awards, CCT supports the initial research activities and accomplishments of its new faculty. This document describes CCT's policy related to disbursement and spending of faculty start-up funds.

CCTPS-13

The following terms and conditions apply to all CCT faculty start-up funds, including funds awarded prior to the date of this policy.

Terms and Conditions

1. All CCT start-up funds are allocated according to the University's fiscal year, which begins on July 1 and ends June 30 of the subsequent year. CCT may choose to distribute a start-up fund award over two or more consecutive fiscal years.
2. Start-up funds allocated for a particular fiscal year must be completely expended during the stated fiscal year; the funds cannot normally be carried over to the next year.
3. Extension of start-up funds beyond the terms offered at employment will only be approved in extraordinary cases, as decided by the CCT director.
4. Faculty use of start-up funds is discretionary but must adhere to state purchasing rules and regulations. Typically, start-up fund expenditures include:
 - Undergraduate students
 - Graduate students
 - Travel
 - Equipment
 - Miscellaneous research supplies

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and approved by the CCT director.