Policy on Start-up Funds

1.0 This policy is effective on January 1, 2024.

2.0 The intent and purpose of “start-up funds” is to assist a faculty member in initiating their research and teaching activity at UVic. Examples of eligible expenses include equipment, and material resources (including as CFI matching funds), access to personnel, travel and/or other costs relevant to the establishment of a faculty member’s research and teaching.

3.0 “Start-up funds” belong to the university and cannot be transferred to other institutions or paid as a salary or benefit to the faculty member to which they are granted.

4.0 New faculty hires may be granted a defined monetary amount as “start-up funds” in their letter of appointment.

5.0 Normally, the VPAC office provides a base of $5,000 per new faculty member and then a 50/50 share of additional start-up funding shared with the Faculty. The normal maximum contribution from VPAC is $55,000.

6.0 Any amount beyond the designated contribution of the VPAC office is the budgetary responsibility of the Faculty. In cases requiring significant investment (over $100,000), alternative sources of funding will be required.

7.0 Faculty members are expected to successfully compete for sponsored research funding (tricouncil, other government funding agencies, industry partners, etc.) to provide ongoing and sustainable funding for their research activities.

8.0 Start up funds not used by the faculty member within five years of initial appointment (allocation of the start-up funds) shall be returned (pro-rata to initial contribution) to VPAC and VPRI (if relevant), with the balance retained by the Faculty to provide other faculty with start-up funding and to provide discretionary research support, including bridge funding between grants.

8.1 With approval of the Faculty dean (or designate), this deadline may be extended for a further period of one year, with a plan for expenditure consistent with s. 5.0.

8.2 Extensions will be provided for periods of time equal to any approved maternity/parental/adoption leave or sick leave.

8.3 Faculty with pending CFI projects may retain start-up funds that are designated for use as part of the required matching funds until the project is finalized and equipment procured.

9.0 As a transition provision, faculty with an initial appointment start date prior to the effective date of this policy, shall be given notice of any start-up funds held for them. They may expend those funds, consistent with s. 5.0, by the latest of:

   a) the end of the seventh year since appointment start (allocation of the start-up funds); and

   b) two years following the notice referred to in this section.