



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 (tri-council, 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.