

**Department of Civil, Environmental and Architectural Engineering
University of Colorado Boulder**

Startup Fund Policy

September 2013

Newly appointed tenure-track or tenured faculty members receive startup funds to initiate their research programs. The use of these funds is governed by the faculty member's offer letter and the policies of University, College and Department. Startup funds are not completely discretionary. Offer letters designate the categories of expenditures for the startup funds (e.g., faculty summer salary, student research assistantships, student teaching assistantships, equipment, travel, etc.). Funds may not be spent outside the categories or in excess of the category amounts outlined in the offer letter without prior written approval of the department chair. Any expenditure in excess of any category without prior written approval of the department chair will be the responsibility of the faculty member. Per university policy, unused moving expenses will be returned to the university and not be available to the faculty member. Each letter will specify a date by which the funds in the various categories should be expended. At that date, any unused funds will be returned to the funding source (e.g., University, College, Department, etc.).