

Faculty Startup Funds Spending Policy

SEAS will occasionally provide startup funds to faculty to assist with research related expenses. This policy will provide guidance on which expenses may be charged on faculty startup funds. Although some spending discretion is given to the recipient of faculty startup funds, all startup funding originating from SEAS shall remain the property of SEAS along with any purchases made with those funds, and must be in accordance with all SEAS travel and financial policies.

Faculty startup funds are issued to support scholarly activities and research expenses when sponsored or soft funds are unavailable. All purchases made with faculty startup funds must be clearly documented as research or scholarly expenses. SEAS and Harvard University follow strict accounting and financial rules for allowable expenses on faculty startup funds; the below guidelines should be reviewed before utilizing startup funds.

General Guideline

Faculty startup funds may not be used if there are other available and eligible funding sources (e.g., sponsored, gifts, etc.)

Unallowable Expenses

- Faculty compensation (including summer salaries, benefits, and incentive compensation)
- Exempt or Union Staff¹ compensation and benefits
- Non-research related supplies
- Non-research related travel
- Furniture and furnishings
- Rare books (defined as books with a purchase price above \$500)
- Works of art
- Gifts, donations, parties, or flowers
- External machining/fabrication costs
 - o Any machining/fabricating using SEAS funds should occur at the SEAS Scientific Instrumentation Shop. If the internal shop does not have the equipment / expertise to complete the work, an exception will be granted after review by the Director of the Instrumentation Shop and the Executive Deans.

Note: research appointments/position (e.g., research associates, fellows, post-docs) compensation, benefits and support costs are allowable expenses

Conclusion of Appointment

- Upon announcement of a faculty departure all subsequent spending on startup funds will require approval from the SEAS Finance Dean. Equipment may not be purchased with startup funds if the faculty member has announced plans to leave SEAS.

¹ Funding of Exempt or Union staff with startup funds will be considered under extenuating circumstances and will require rationale as to why a research appointment (e.g., post-doc, research associate, etc.) is not appropriate, and approval of the Executive Deans. Additionally, if approved, any staff position funded with startup should be a term appointment.

If you have any questions regarding this policy or would like additional clarification on specific allowable/un-allowable expenses please contact SEAS Finance Office

- Equipment and other assets, such as computers, electronics, laboratory, office, and supplies purchased with the use of startup funding will remain the property of SEAS and Harvard University, unless purchased by the faculty member per guidelines below.
- Unspent balances will remain with the University upon faculty member's departure.

Equipment Purchase Guidelines

- Capital equipment (defined as equipment with purchase price greater than \$5000) may be purchased on startup funds, however due to additional accounting requirements, please provide advance notice to SEAS Finance Department and allow 30 days for order processing.
- If a faculty member wishes to acquire equipment upon leaving the University, he or she should contact the SEAS Finance Dean. Items eligible for purchases will be assessed at their fair market value.