



NJIT Tenure/Tenure Track Faculty Startup Fund Compliance Guidelines Updated: Fall Semester 2017

I. Overview

This agreement pertains to university full-time tenured/tenure track faculty who are granted start up funds as part of their hiring package. The purpose of this agreement is to ensure sound business practices, accurate recording of expenses, and compliance with university policies. Start up funds are designated to build a professional future at New Jersey Institute of Technology (NJIT) and to promote success in all university related endeavours.

Guiding Principles

This agreement provides guidance for determining which expenses may be appropriately charged to new full-time tenured/tenure track faculty startup funds. University startup budgets support the transition and transfer of research and scholarly activities from his/her previous institution to the university. As such, it is imperative to ensure that allocated resources are consistent with university priorities and represent intended research.

General Conditions

NJIT is a public research university and as a steward of public funds, ensures that all financial transactions meet the applicable state standards and NJIT policies. Business transactions conducted through the university need to stand the test of public scrutiny as well as internal and external audits.

II. Definitions

- *Startup funds*- these are funds which are agreed upon and distributed upon hiring full time tenured/tenure track faculty, and are outlined in the new faculty's offer letter.
- *Institutional Support Funds*- A functional expense category that includes expenses for the day-to-day operational support of the institution.
- *Relocation Costs*- All reasonable expenses of relocating a new employee as part of the hiring agreement.
- *Laboratory*- a facility that provides controlled conditions in which scientific or technological research, experiments, and measurement may be performed.

- *Encumbered Expenses*- Expenses for which funds have been fully committed, open purchase orders, and salary/stipend balances that have not been paid out yet.
- *Fiscal Year*- The university fiscal year begins on July 1 and ends on June 30.
- *Index*- The six-digit number corresponding to your individual start up fund account. Typically, it begins with: 21XXXX
- *Account Codes*- These codes determine what kind of purchase you are making and follow the index when making a purchase or requesting reimbursement.

III. Policy

Start-up agreements will be provided to new faculty as determined by the Provost's office, in consultation with the appropriate Dean. Each start up package is individually designed for each new full time tenured/tenure track faculty member and related to the specific research intentions and scholarly activities of the faculty member. Usage of these funds is subject to the Fiduciary Responsibility Policy.

A. Start Up Fund Usage Guidelines

1. Lab set-up and research related activity:
 - a) New office desktop computer, accessories and software
 - b) Books, journals, and electronic resources that are required per proposed research work.
 - c) Major scientific apparatus, materials, core laboratory equipment, and laboratory supplies
 - d) Research publication costs including open-access journal publication fees.
2. Designated travel associated with research and a start up plan.
3. Post-doctoral researchers and/or Teaching Assistants as required per proposed research work.
4. Relocation, moving, residency/visa expenses as outlined in offer letter. These are budgeted separately from the package. Visa and residency expenses will be covered on an as needed basis per an individual's contract letter
5. The startup package allows for other types of expenses upon approval from the Chair, Dean, and Provost.

B. Budget Calendar

1. *Fiscal Year 1*: Moving and relocation expenses must be spent in the 1st year as defined in the offer letter.
2. *Fiscal Year 2*: The budget for Year 2 is comprised of any unspent funds from Year 1, plus the agreed upon additional budgeted amount for Year 2 (if applicable).

3. *Fiscal Year 3*: The budget for Year 3 is comprised of any remaining balance from Year 2, plus the agreed upon additional budget amount for Year 3 (if applicable).
4. *Additional Year*: Startup budget balances will roll for one additional year after what is documented in the faculty member's offer letter. **This will be considered the Final Year.** At this point in the final startup year, a spending plan must be submitted and approved by the Chair and Dean or may result in reallocation of additional year funds.
5. *Final Year*: All current and prior year encumbrances must be invoiced and closed by mid- June, per the year-end closeout schedule distributed by the Finance Department. If an invoice is received after the mid-June cut off date, and the encumbrance was cancelled, the expense will be charged to the department.

C. Start up funds may not be used for the following:

1. Employee attendance at fundraisers or charitable events, including those that may be sponsored by NJIT or an affiliate.
2. Supplementing a faculty member's academic year salary
3. Supplementing a faculty member's summer salary unless specified in the offer letter
4. Personal expenditures such as food, briefcases, flowers, coffee makers etc.
5. Non-research related items

IV. Resources

- **Budget:**
 - Jessica Jimenez, Assistant Budget Director - Academic Affairs ext. 3215
 - Kevin Jones, Assistant Budget Director- Academic Support & Student Services ext. 3127
- **Purchasing:**
 - Jeanie Regencio, Director of Purchasing ext. 3068
 - Joe Meyers, Assistant Director of Purchasing ext. 5789
- **Accounts Payable:**
 - Maria LaLima, Director of Accounts Payable ext. 3155
 - Nakia Goode,Accounts Payable Manager ext. 3170
- Account Codes: General Accounting , [Account Codes](#)
- NJIT [purchasing website](#) or extension 3070
- Reimbursement for travel from start up funds should be fully documented and follow the [university travel policy](#).