

**CAS Associate Dean's Office  
Albany Quadrangle 201**

**GUIDELINES FOR JUNIOR FACULTY START-UP FUNDS**

Start-up funds for junior faculty are intended to cover non-personal expenses required for the establishment of a successful and sustainable program of scholarship and/or creative activity as a faculty member at Lewis & Clark College. Any expenses covered by start-up funds must be justifiable as necessary for the purposes of the faculty member's scholarship and/or creative activity and are limited to those persons directly involved in the research and/or creative activity. Such expenses may include:

- Faculty stipends for summer research<sup>1</sup>
- Research personnel (wages and applicable benefits for research technicians, undergraduate research assistants, etc.)
- Fees for professional research services (consultants, translation assistance, copy editing, etc.)
- Travel expenses for professional conferences, meetings and projects (charges must be commensurate with LC's Travel Policy)
- Office supplies, furniture and renovations
- Research equipment and tools
- Computer software, hardware and ancillaries
- Materials and supplies for your research or creative scholarship

Limitations: Please note that additional restrictions may apply, depending on the source of your start-up funds (e.g., if part of the funding comes from an external grant).

Please note that the following are **not** allowable charges to your start-up funds: travel to and from campus, expenses for your partner to accompany you to a conference, a cell phone, etc.

Other limitations: Faculty should expend their start-up funds before applying for other internal funds. Some exceptions are as follows:

- [Faculty Research Grant Program](#) – no applications until startup funds are expended.
- [Faculty Travel for Conferences Grant Program](#) – applications allowed. However, faculty must indicate in their request whether they have start-up funds remaining. Priority will be given to applicants without start-up funds; but, depending on demand, conference travel grants may be available to faculty with some start-up funds remaining.
- [John S. Rogers Research Program](#) – applications allowed. Due to limited resources, faculty must use start-up funds for faculty summer research stipends (see above) before requesting faculty stipends from the Rogers Program. Faculty are eligible to apply for student stipends, but must use start-up funds for at least two students per summer before requesting additional funds from Rogers.

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<sup>1</sup> Unless otherwise stated in your contract, you may use up to \$5,500 of your start-up funds per summer as a faculty stipend for full-time research. However, if you have other external summer research support, the total amount you may receive is limited to 2/9 of your academic year salary per summer.

- Faculty-Student Summer Research Grants provided by Dean's Office (Arts & Humanities and Social Sciences) -- applications allowed. Preference may be given to applicants whose start-up funds are expended.
- Other Internal Support Available – applications allowed. Applicants must disclose availability of start-up funds, if applicable.

Administration and use of start-up funds: Start-up funds are administered by either 1) the Dean's Office or 2) the Sponsored Research Office (if your start-up funds are partially or wholly funded by external support).

- General purchasing: Use your [P-card](#) to charge expenses to your start-up funds. Unless instructed otherwise, when you sign off on the transactions through [Works®](#), charge the expenditures to your start-up account. Do not charge meals to your P-card.
- Purchase Orders and purchases over \$3000: Follow the [Business Office guidelines](#) for purchases over \$3,000, or to obtain a Purchase Order, if required by a vendor. Requisition forms should be approved by your account fund manager.
- Travel: If using start-up funds for travel expenses, use your P-card to charge transportation, lodging and registration fees. *Do not charge meals to your P-card.* Complete the [Per Diem Travel & Entertainment Expense Report](#) within 60 days of the end of your trip. On the expense report, enter the allowed per diem for each day of your trip (deduct any meals paid with conference fees or provided by others). If your funds are being administered by the Dean's Office, submit your expense report to Terri Banasek ([banasek@lclark.edu](mailto:banasek@lclark.edu)) for review and approval. If your start-up funds are partially funded by an external grant, [additional guidelines](#) apply; submit your expense report and additional required information to the Sponsored Research Office at [sponsres@lclark.edu](mailto:sponsres@lclark.edu).
- Any questions? Contact Terri Banasek or Sponsored Research Office.

Hiring Research Personnel or Student Research Assistants: Please contact [Human Resources](#) to hire anyone to be paid with funds from your start-up account, whether it is an outside hire, a currently enrolled student, or a recently graduated student. HR staff will help determine whether or not that individual may be hired as a student, regular or temporary employee, or as an independent contractor. Either Terri Banasek or Sponsored Research will need to verify how much funding you have available to support this position, and the availability of funds may restrict the type of position that you can offer; please make sure that your start-up fund manager is aware of any such expenditure plans.

Please note that any non-expendable equipment purchased with start-up or other internal funds are the property of Lewis & Clark College. If the faculty member leaves the College for any reason, Lewis & Clark retains ownership of this property.

Expiration of start-up funds: Unless otherwise stated in your contract, your start-up funds will expire at the end of the fifth year or the end of your junior sabbatical, whichever comes first. If you fail to expend all your start-up funds by the expiration date, they will revert to the College. Please notify the Associate Dean's office in a timely manner if you will be unable to use your entire start-up fund package before its expiration. In qualifying cases, particularly those cases involving external grants, the expiration date for a start-up fund may be extended.