

# ADMINISTRATIVE PROCEDURE - College of Agriculture and Natural Resources

Sub-unit: **College of Agriculture and Natural Resources**

Subject: **START-UP FUNDS REIMBURSEMENT**

Effective Date: March 1, 2016

Reapproved: March 1, 2019

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## A. **Purpose**

The Provost and the Vice President for Research (VPR) have outlined policies for requesting faculty start-up fund reimbursement. This procedure is intended to streamline the reimbursement process and minimize bureaucracy.

## B. **Procedure**

The reimbursement of Start-up funds may be requested for salary support for the candidate, postdocs, graduate students, and for travel, materials, equipment, and laboratory renovation. **Funds related to relocation expenses for personal items, spousal hires, and teaching buyouts will be the responsibility of the department.**

Provost support will be limited to 24% of the eligible expenses for the start-up package. VPR support will be limited to 20% of research equipment and laboratory renovations up to a maximum contribution equal to 11.11% of the total start-up package amount. The Provost and VPR will jointly provide up to 33% of the total start-up package. College support will be limited to 33% of the total start-up package. Reimbursement of submitted expenses will be shared simultaneously across the Provost, VPR, College, and Department per the Start-Up agreement. In other words, funds committed by the Provost will not be exhausted before requesting reimbursement from the VPR, College, or Department.

The AGNR STARTUP REIMBURSEMENT WORKBOOK should be completed and e-mailed to Dan Ramia ([dwramia@umd.edu](mailto:dwramia@umd.edu)), Patricia Nitowitz ([pnitowit@umd.edu](mailto:pnitowit@umd.edu)), and Jessica Vernon ([jvernon3@umd.edu](mailto:jvernon3@umd.edu)). Reimbursement requests may be submitted at any time during the year, however, a minimum of \$5,000 in total expenditures is required to warrant a submission. The same workbook should be used for the Faculty/Chair for the stipulated duration of the Start-Up agreement. The Fiscal Office will coordinate requests for Start-Up reimbursement with the Provost and VPR.

No receipts, invoices, or other transaction documents are required, however, all reimbursements are subject to the requirement that proof of expenditure be provided upon request. The following documents must be submitted with each request:

1. Complete list of start-up expenditures to date from accounting system
2. A list of any Gas and/or Post-Docs associated with the start-up package

Please fill out the blue highlighted sections in the AGNR STARTUP REIMBURSEMENT WORKBOOK. There are seven tabs in the workbook; six tabs for successive reimbursement requests, and a tab that summarizes the total of reimbursements. The tabs for the six successive reimbursement requests are broken out into four sections:

Section one should include the Department name, the Faculty/Chair name, the Start Date of the Faculty/Chair, the destination KFS Account Number and the date that the reimbursement request is being made.

Section two includes items to be reimbursed by the Department only. These include a summary of Relocation and other unallowable start-up expenditures. Please include the description for the expenditure in column B and enter the dollar amount in column C.

Section three includes items to be reimbursed by the Provost, College, and Department. These include a summary of Summer Salary, Post Doc, Graduate Assistants, Other Staff, Travel, Supplies/Materials/Consumables, Computers, Furniture, and Other Research Start-Up Support. Please include details for 'Other' items in column A, descriptions in column B, and enter the whole dollar amounts in column C.

Section four includes items to be reimbursed by the Provost, VPR, College, and the Department. These include a summary of Equipment and Lab Renovations. Please include descriptions in column B, and enter the whole dollar amounts in column C.

The amount of Provost, VPR, College, and Department support will be calculated per the Provost and VPR policy and will be based on the total amount entered in column C for each line item. In the case that the total contribution exceeds the contribution percentages outlined above, the template will be adjusted by the College of Agriculture and Natural Resources Fiscal Office and will be returned to the submitter for their reference.

Please return the AGNR STARTUP REIMBURSEMENT WORKBOOK to Jessica Vernon in the College of Agriculture and Natural Resources Fiscal Office to have the Total Office Start-Up Commitment and Current Fiscal Year Commitment section populated.

If the total amount of the Provost, VPR, and College commitments have not been spent during the stipulated duration of the agreement, an extension request with the reason for the delay must be submitted to the Fiscal Office before the end of the agreement.

**C. Contact**

Questions relating to this procedure are to be directed to the Assistant Dean for Finance and Management or the Assistant Director for Financial and Policy Analysis.