

Use of Funds (Start-Up)	SPH SOG – FIN0007
Last Reviewed/Revised: 04/2019	Approved:

As part of the recruitment process, SPH faculty may be promised a “start-up” package. Amounts vary but are to be used or lost by completion of their third year unless an extension is granted. The purpose of the funding is to support new faculty efforts in acquiring external funding. This funding is tracked and reported centrally by the SPH accountant.

All purchases from this funding source must be justified and relative to contributing to the success of securing external funding. The following represent allowable purchases:

- Software (Please see IT purchases SOG)
- Memberships
- Travel
- Data
- Publications
- Student Workers
- Research Staff
- Research Supplies & Equipment

Please note that all purchases must have:

- Appropriate business purpose which indicates why the expenses are reasonable, appropriate, and needed for University business, not simply what was purchased.
- Documentation (receipts, proof of receipt, proof of prior authorization when applicable) detailing the purchase.
- Approval for use of funds (according to Purchasing Hierarchy SOG 008)