Startup From A to Z
College of Arts & Sciences Startup Reallocation Process

Department Manager’s Lunch & Learn

January 27, 2020
What is Startup?

Incentive offered to prospective faculty in hopes that they will seek employment at UNC

Negotiated between the prospective faculty member, the department chair, and the appropriate Senior Associate Dean

Start-up packages are used to cover the following expenses:

- Research expenses
- Equipment
- Laboratory renovation
- Graduate student or postdoc support (mainly in the sciences to bridge funding from grants)
- Moving
Moving Expenses

Moving expenses are included in each start-up package; Amounts are dependent upon rank:

- Assistant Professor: $3,000 – $5,000
- Associate Professor: $5,000 – $7,000
- Full Professor: $7,000 – $10,000

*Please keep in mind that faculty members are taxed on moving expenses. Reimbursements can be increased by 30% to help defray tax burden; however, the total amount reimbursed cannot exceed the amount specified in the offer letter.*
How is Startup Funded?

Funds are generally limited & allocated only as absolutely necessary to make a successful hire. Start-up is typically split between the department & the Dean’s Office using a matrix. Funds are allocated over a three year period.

Start-up packages in excess of 50K do not carryover!

- These faculty will need to participate in the reallocation process if residual balances are anticipated at year end.
- SSGP/FAHM- Work with your budget analyst upon hire to decide the best way for funds to be allocated. (see memo dated 1/23/20 re: Changes to Start-up allocations)
Determining your portion...

Natural Sciences

<table>
<thead>
<tr>
<th>Start-up Amount</th>
<th>Dept</th>
<th>Dean's Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>First $10K</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>&gt;$10K</td>
<td>20%</td>
<td>80%</td>
</tr>
</tbody>
</table>

Steps:
1. =10,000 Dept
2. (Total startup - 10,000)* .20 Dept
3. (Totals startup-10,000)* .80 DO

Fine Arts & Humanities/Social Sciences

<table>
<thead>
<tr>
<th>Start-up Amount</th>
<th>Dept</th>
<th>Dean's Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>First $2K</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>&gt;$2K - &lt;$10K</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>&gt;$10K - &lt;$300K</td>
<td>25%</td>
<td>75%</td>
</tr>
</tbody>
</table>

Steps:
1. =2,000 DO
2. =0 Dept
3. =(10,000-2,000)* .50 DO & Dept
4. =(Total startup-10,000)* .75 DO
5. =(Total startup-10,000)* .25 Dept
Steps to completing the New Faculty Start-up Spreadsheet

1. Your budget analyst will fill in the Name, Department, Hire Date, Commitment # & Program Code.
2. Start by completing the Startup Calculator by entering the negotiated startup amount into the calculator.
3. If a startup spreadsheet was not completed prior to the hire, work with the Faculty to break up the total startup amount between three fiscal years.
4. Additional calculators have been added! See summer salary, Grad Student & Post-doc calculators, if applicable.
5. For startups in excess of 50K, the subtotals for ‘Personnel’ & ‘Non-Personnel’ will calculate to the total allocation the faculty will receive for that year.
6. The ‘Allocation by Expenditure Type’ & ‘Allocation by Funding Source’ sections need to match in total.
7. The department’s coverage will offset the Dean’s Office amounts for that year.
8. The department’s coverage will reduce the amount of personnel or non-personnel budget the Dean’s Office will allocate.
9. The total Department & Dean’s Office coverage should equal the amounts that were initially negotiated.

### New Faculty Start-up Budget Details

<table>
<thead>
<tr>
<th>Description</th>
<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Salary</td>
<td>16,667</td>
<td>16,648</td>
<td></td>
<td>33,315</td>
</tr>
<tr>
<td>Benefits (approx. 10%)</td>
<td>5,000</td>
<td>3,968</td>
<td>3,968</td>
<td></td>
</tr>
<tr>
<td>Grad Students</td>
<td>84,000</td>
<td>53,000</td>
<td></td>
<td>85,000</td>
</tr>
<tr>
<td>Benefits (approx. 15.2%)</td>
<td>8,780</td>
<td>6,820</td>
<td></td>
<td>14,580</td>
</tr>
<tr>
<td>Equipment &amp; Travel (12% student)</td>
<td>19,062</td>
<td>17,648</td>
<td></td>
<td>46,710</td>
</tr>
<tr>
<td>Post Doc</td>
<td>12,780</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits (approx 12%)</td>
<td>12,780</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal: Personnel 86,479 118,821 205,301

Subtotal: Non-personnel 22,000 21,422 21,949 65,371

Total: 108,479 140,243 91,349 340,071

### Allocation by Funding Source

<table>
<thead>
<tr>
<th>Department</th>
<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean's Office</td>
<td>26,000</td>
<td>26,000</td>
<td>26,000</td>
<td>78,000</td>
</tr>
<tr>
<td>Department's Office</td>
<td>36,667</td>
<td>32,995</td>
<td>18,349</td>
<td>87,911</td>
</tr>
<tr>
<td>Grad School/Fringe Fee/Other External</td>
<td>35,817</td>
<td>51,203</td>
<td>87,016</td>
<td></td>
</tr>
</tbody>
</table>

Total: 108,479 150,171 91,349 350,000

Only fill in the yellow cells, there are formulas in the white cells. Total amounts need to match.
Start-up Reallocation

Eligibility:

- Changes are allowable during year one and two.
  - For faculty with start-up packages longer than three years, you may request changes in all but the final year.
  - Only current year and future years are eligible for reallocation updates. Past years are not eligible for updates.

How to Submit Changes:

- Update the start-up spreadsheet and email it to your Budget Analyst by February 14th.
  - Fine Arts & Humanities: Kristen Rogister (krsmith3@email.unc.edu)
  - Social Sciences: Heather Yousef (hyousef@unc.edu)
  - Natural Sciences: Lindsay Gangl (lmgangl@unc.edu)
Start-up Reallocation Timeline

Deadline for reallocation sent
• January 23rd

Current year reallocations distributed
• February Budget Load

Reallocation spreadsheets due to BA
• February 14th

Next year allocations distributed
• End of July
For more information on Startup Packages, please visit the Chair’s Manual:

https://casbo.web.unc.edu/chairs-manual/
Please share your departmental Tips & Tricks!