

# Start-Up Funding Protocol

## Introduction

Scholarly Research and Creative Activity (SRC) is an important faculty commitment at Toronto Metropolitan University. Start-up funds (SUF) are provided to new faculty to assist them in getting their SRC activities underway. The intent of this Protocol is to define the appropriate use of these funds.

## Guidelines

1. Start-up funds are provided to new TFA tenure stream faculty. The amount and duration (from 4-6 years) of SUF provided to an individual faculty member is determined by the Dean and is stated in the letter of appointment. A copy of this Protocol will be included with the letter.
2. Start-up funds are released to the faculty member upon submission to his/her Dean or designate of a high-level budget of proposed expenditures as they relate to the faculty member's short and long-term SRC plans.
3. Start-up funds can be used for equipment and supplies related to the individual's SRC activities. The funds may also be used for SRC related travel and for hiring of research assistants.
4. The following are ineligible expenses:
  - a. Purchase of teaching release time;
  - b. Purchasing of office supplies and stationery;
  - c. Tuition; and
  - d. Items that have a commitment beyond the period of the SUF without written approval from the Dean.
5. All expenditures must have prior approval from the Dean or designate and must be incurred in accordance with University policies and procedures related to purchasing, travel and hiring.
6. All items purchased using SUF are the property of the University.
7. All SUF must be spent within the 4-6 year period as specified in the letter of appointment, and any funds remaining after that time will be returned to the Dean. If a faculty member leaves the University before the specified period, any unexpended funds will be returned to the Dean.
8. Funds will be tracked through the University financial system by employee number, and each Dean is responsible for monitoring SUF expenditures.