

SAP 21.01.03.T0.02 Faculty Startup Funding



Approved: February 24, 2026
Next Scheduled Review: February 24, 2031

Procedure Summary

To provide new faculty members with resources necessary to establish research, teaching, and scholarly activities that align with institutional priorities.

Procedure

1. ELIGIBILITY

1.1 Who Qualifies:

- 1.1.1 Tenure-track faculty, or clinical faculty with a research appointment of >20%, at the time of initial appointment.
- 1.1.2 Certain continuing tenure-track or clinical faculty with new or expanding research agendas (subject to approval).
- 1.1.3 Certain research-intensive non-tenure positions (subject to approval).

1.2 Exclusions:

- 1.2.1 Visiting faculty, adjuncts, and part-time appointments.

2. FUNDING APPROVAL

2.1 The funding approval process is as follows:

- Step 1: Department Chair prepares a startup funding proposal during recruitment.
- Step 2: Proposal reviewed and endorsed by Dean.
- Step 3: Final approval by Chief Academic Officer and CFO.
- Step 4: Documented in the faculty offer letter.

2.2 Availability of faculty startup package funding is not guaranteed.

- 2.3 Packages are awarded at the discretion of the university and tailored to individual needs.

3. FUNDING AMOUNTS

- 3.1 Funding amounts will vary based on the academic discipline of the faculty member, research experience of the faculty member, and other criteria to be determined by the department chair and dean.
- 3.2 Standard Packages: Typically \$10,000 – \$75,000 awards in Humanities, Arts, and Social Sciences with a 1 – 2 year expenditure requirement.
- 3.3 Intensive Packages: Typically \$75,000 – \$500,000 awards in STEM or lab-intensive disciplines with a 3 – 5 year expenditure requirement.

4. ALLOWABLE EXPENSES

- 4.1 Startup funds may be used for:
 - 4.1.1 Equipment & Technology: Lab instruments, computers, software.
 - 4.1.2 Personnel: Graduate assistants, postdocs, technicians.
 - 4.1.3 Research Supplies: Consumables, chemicals, small tools.
 - 4.1.4 Travel: Conferences or collaboration visits with a research focus.
 - 4.1.5 Professional Development: Research-related training and memberships.
- 4.2 Prohibited Uses:

Personal expenses, salary supplements, entertainment, or non-research-related travel.

5. DISBURSEMENT

- 5.1 Funds allocated to a dedicated account under the faculty member's name.
- 5.2 Timeline:
 - 5.2.1 Standard Packages: 100% of allocation released in year one.
 - 5.2.2 Intensive Packages: 50% of allocation released in year one with remaining funds released based on progress review.
- 5.3 Expiration
 - 5.3.1 Standard Packages: Expenditure period established through mutual agreement, not to exceed 2 years, and documented in offer letter.

5.3.2 Intensive Packages: Expenditure period established through mutual agreement, not less than 3 years or greater than 5 years and documented in offer letter.

5.3.3 If the funding recipient leaves employment at the University prior to exhausting start up funds, any remaining balance will be distributed based on the allocation of initial funding (see 6. Cost-Sharing).

6. COST-SHARING

6.1 Institutional Contribution: Central administration provides baseline funding.

6.2 College/Department Contribution: Supplements based on strategic priorities.

6.3 External Matching: Faculty encouraged to leverage grants or industry partnerships.

7. COMPLIANCE

7.1 All purchases must follow institutional procurement policies.

7.2 Equipment remains property of the institution.

7.3 Travel must comply with university travel guidelines.

8. REPORTING AND ACCOUNTABILITY

8.1 Annual Report: Faculty must submit a summary of expenditures and research progress.

8.2 Final Report: Required at the end of the funding period.

8.3 Non-compliance may result in suspension of remaining funds.

9. GOVERNANCE

Oversight by Chief Academic Officers, Vice President for Research, Innovation and Economic Development, and Executive Vice President for Finance and Administration/Chief Financial Officer.

Related Statutes, Policies, or Requirements

[Texas Education Code §145.001 – Grants and Research Expenses](#)

[System Policy 15.01, *Research Agreements*](#)

[System Regulation 15.01.01, *Sponsored Agreements – Research and Other*](#)

[System Regulation 21.01.03, *Disbursement of Funds*](#)

[Tarleton State SAP 21.01.03.T0.01, *Indirect Cost Allocation*](#)

Contact Offices

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