

Requests for Extension of Nebraska College of Engineering Faculty Start-up Funds

Startup funds provided to faculty are a means to facilitate a faculty member establishing their program and demonstrating to future funding sources their ability to conduct creative and impactful research. To that end, the College of Engineering expects that faculty will utilize startup funds in an efficient manner that follows the timeline developed in conjunction with their department / unit head. However, there are circumstances where it may be necessary to postpone intended purchases and extend the duration of availability of start-up funds. If a faculty member anticipates not being able to spend start-up funds within the agreed upon timeline, the first step is a discussion with their department / unit head to inform them of the situation and identify alternate approaches to utilize start-up funds in a timely manner. After this discussion, the faculty member may request a start-up extension from the Dean's Office. This request must be specific as to accounting categories (i.e., personnel, equipment, etc.) and amounts of the start-up package for which an extension is being requested.

Please submit start-up extension requests to the Associate Dean for Research. Requests should be submitted electronically no later than three months prior to the startup expiration date. In general, such requests should not be longer than two pages. The Dean's Office, at its discretion, may approve start-up extensions beyond the original expiration date. Such approval is not automatic and will be evaluated on a case-by-case basis taking into account the faculty member's justification for the request, the rate at which funds have been spent to date, and the faculty member's intended use of the funds.

Faculty members must review and confirm their remaining start-up balance to ensure accuracy with any extension request.

Requests must contain the following:

- Faculty member's name, department/unit, start-up fund expiration date, and duration for which extension is being requested.
- *Brief* summary of UNL research activity that includes awards, graduated students, publications, funded work, and proposals in process or planned.
- *Brief* summary of start-up expenditures to-date and estimated expenditures by the original end date.
- *Brief* justification of the need for extension of the start-up and a specific timeline for expenditures including breakdown of personnel, equipment, and operations. For equipment yet to be purchased, the specific equipment and supplier must be identified.
- Letter from department/unit head summarizing the discussion regarding start-up with the faculty member and concurrence with the requested start-up extension based on that discussion, which may include any additional justification information.

Procedure for approval of faculty start-up extensions

- The Dean's Office will review and contact the faculty member and/or department/unit chair for additional information, if needed, in order to determine if an extension will be granted. Every effort will be made to complete the review and approval process prior to the original startup expiration date.
- Faculty members and department/unit chairs will be notified in writing upon approval of the request for extension. Dean's Office financial staff and appropriate departmental/unit administrative staff will be included in the notification string.

Please note that unexpended amounts will not be eligible for extension past the new expiration date.