

DOR Faculty Startup Funding

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Distribution Timeline

- We are currently releasing startup effective 9/1/17.
- The mods will all be out by 8/31/17.
- If anything is missing on 9/1, reach out to us: let us verify your faculty is on our list.
- Most equity will be transferred in September.
- Some equity will be transferred later in the FY, based on our receipt date, (e.g., NRUF 1121).

Workload Management

- To release startup on time, the accounting team will lag responses to other requests.
- Using a “day on/day off” strategy.

We appreciate your patience and understanding in advance!

Requirements for Distribution

- We work with the Provost's office to obtain the following:
 - Offer letter with acceptance
 - Approved Costing Sheet and equipment list
 - Faculty member's Empl ID
 - Faculty member's UH email address
- Provide acceptances to the Provost's office.

DOR Distribution Steps

- We will match your documentation to our:
 - Approved itemization
 - VPR's approval email or other correspondence
 - Available funding
- We use this information to:
 - Determine the most appropriate fund source based on available funds, itemization, etc.
 - Determine amounts in each budget node
 - Establish an account and fund it

Budget in the wrong spot?

- Misinterpretation of the verbiage.
- Misunderstanding of the intent of the funds.
- We are happy to adjust a material misalignment of the budget with the costing sheet.
- If it is not material, let us know, but we may let it ride to manage administrative burden.

Early Releases

Early Release season is over, but just in case...

- We honor early release requests on a case by case basis.
- To request an early release, we still need all of the information, including Empl ID and UH email address.
- Email dorbizop@central.uh.edu for requesting early release of funding.
- Remainder is distributed by 9/1/17.

Usage Restrictions

Fund-specific restriction notes are in your Mod:

Neither OCG nor DOR Business Operations need to sign payroll/journal reallocations, or other expenditure documents associated to this internal funding. Please note that it is DOR's position that all funding provided should be used for the purpose, and within the time period, for which the funding was approved, regardless of the flexibility of the funding source. E.g., Funding provided for equipment should not be used for salary without prior written consent from DOR. See below for specific restrictions per fund type.

Restrictions by fund code:

Fund Code 1008 or 1043, HEAF, Higher Education Assistance Fund: Restrictions or Guidance:

<http://www.uh.edu/research/resources/business-tools/heaf-guide/>

Fund Code 1099, RDF, Research Development Fund: No construction or renovations; Texas Education Code Sec. 62.097, which was removed effective 9/1/15. However, remaining funds should be used as originally noted in the Code to "promote increased research capacity at the institution;" funds expire and are returned to the state at the end of the biennium unless encumbered using an official purchase order issued by Purchasing.

Fund Code 1101, Special Item Appropriation: Directly from the State for projects not funded by formula, but specifically identified as needing support. Unallowable for capital expenditures, prior biennium expenses. Lapses if not spent by 8/31 of the biennium.

Fund Code 1124, CRS, Core Research Support Fund: No construction or renovations; Texas Education Code Sec. 62.131 to "promote increased research capacity at emerging research universities."

Fund Code 5999, TRIP, Texas Research Incentive Program: Texas Education Code Sec. 62.122, "for the enhancement of research productivity and faculty recruitment."

Fund Code 1121, NRUF, National Research University Fund: No construction or renovations. Texas Education Code Sec 62.149, "for the support and maintenance of educational and general activities that promote increased research capacity at the institution." " (1) providing faculty support and paying faculty salaries;(2) purchasing equipment or library materials;(3) paying graduate stipends; and (4) supporting research performed at the institution, including undergraduate research."

Fund Code 2072, IDC, Indirect Cost Returns: May not be used as noted in the Account List online found at:

<http://www.uh.edu/finance/pages/References.htm> and click "Account List" at the top of the webpage.

Fund Code 2086, IP Royalties, Intellectual Property Royalties: No additional restrictions.

Regardless of these flexibilities, the funds should be used as proposed to and approved by DOR only.

All sponsored projects are subject to guidance listed on the OCG website:

Additional guidance on managing sponsored projects can be reference at the OCG website:

<http://www.uh.edu/research/sponsored-projects/proc-pol-guide/>

Should these funds be utilized for the conduct of research, applicable compliance review and approval (human subjects, animal care and use, biological and radiation safety, conflict of interest) must be obtained prior to research initiation.

Added Funding Sources

Other Usage Restrictions

YES...

- Restrictions by account code vs. fund code provided.
- Restrictions directly from DOR

We use the Faculty Hiring Costs sheet as a guide.

Any Questions?