**College of Arts and Sciences**

**Requests for Extension of Faculty Start-up Funding Period**

Startup funds are designed to help new faculty establish their research programs. The College of Arts and Sciences expects that faculty will work aggressively toward establishing a strong base of external financial support for their research activities. The College expects that after three years faculty will have established a funded research program. There are circumstances, however, where it may be necessary to extend the term of access to start-up funds. In exceptional circumstances and in consultation with the Chair and the Dean’s Office, a portion of these startup funds may be carried over into the fourth and, in very rare cases, the fifth year. Generally speaking, extensions are discouraged.

If a faculty member anticipates not being able to spend start-up funds within the agreed upon timeline, the first step is to discuss the situation with the department Chair and, if at all possible, identify alternate approaches to utilizing the start-up funds in a timely manner. After this discussion and in rare cases, faculty members may, with their Chair’s endorsement, request a start-up extension from the Dean’s Office. The Dean’s Office will assess the situation and, 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 research performance to date, the justification for the request, the rate at which funds have been spent to date, and the faculty member’s intended use of the funds.

**Requesting an Extension:**

Start-up extension requests must be submitted electronically (via email attachment) to the Associate Dean for Research. Requests must be made no later than three months prior to the expiration of the startup. Requests should be no longer than two pages and must contain the following information in the following order:

1. Faculty member’s name
2. Faculty member’s department
3. Start-up fund expiration date
4. Original allocation and balance of remaining start-up funds
5. Duration for which extension is being requested.
6. *Brief* summary of **UNL research** activity to date: including awards, graduated students, publications, externally funded work, and proposals in process.
7. *Brief* summary of start-up expenditures to-date and estimated expenditures to be made by the original end date.
8. *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, price, and supplier must be identified.

Additionally, the request must include a letter from department head summarizing and endorsing the rationale for the extension request.

**Procedure for approval of faculty start-up extensions:**

* The Dean’s Office will review the request and may contact the faculty member and/or department head for additional information.
* Faculty members and department heads will be notified of the Dean’s decision within one month of submission, and Dean’s Office financial staff and appropriate departmental administrative staff will be included in the notification string.