Research Start-Up Funds Process  
Effective April 1, 2012 (revised March 8, 2013)  

The intent of the research start-ups funds is to effectively start a successful program of research (eg. Costs associated with setting up a lab, to purchase research equipment, to hire a Research Assistant or Associate, Graduate student, Post Doc Fellow, etc.)

The Faculty provides a Letter of Request for Start-up to the Office of the VP (Research & Int’l) for approval.

- Start-up funds should be requested to the Office of VPRI through the Dean’s Office at the time of recruitment and not after
- VPRI will match
  - 2:1 of the Faculty’s contribution (including Departmental contributions) up to the first $25,000 and
  - An additional 1:1 on the Faculty contributions over $25,000 and up to $50,000
- Maximum matching from VPRI is $75,000
- Only Faculty and Departmental contributions will be considered towards the match (excludes external sources of funding)

The Office of VPRI will provide the Faculty with an Approval Memo once approved

Upon receipt of the Approval Memo, the Faculty will provide Research Services with the following documents:

- A completed Funding Application Approval Form (FAAF)
- A one page outline of the proposed use of the start-up funds
- A copy of the Approval Memo from VPRI
  - Start date is the date on the Letter of Offer
  - End date is three years after the new researcher’s appointment date
- Confirmation from the researcher that:
  - He/she is aware of their responsibility to comply with all University regulations for compliance certification as it relates to research
  - While he/she may not be certain what expenses may be supported from the start-up funds at this early stage, he/she is aware that ethics approval must first be received prior to incurring any costs or undertaking activities requiring ethics approval

Once the FAAF has been approved by ORS, Research & Special Fund Accounting will set up the FOP#

- A Fund Notification Letter/Email will be sent to the Primary Signing Authority (the researcher) and cc’d to the Faculty and the Senior Budget Officer in VPRI (currently Laura.Deen@umanitoba.ca).
- This letter/email will list:
  - The $ amount of their research start-up
  - The title of the Fund (eg. Research Start-up Dr. X)
  - The FOP#
  - The start and end date of the FOP#
  - Contacts’ information for further assistance
Finally, the Faculty and VPRI will initiate their transfers into the Research Start-up Fund by emailing the Financial Analysis Reporting (FAR@umanitoba.ca) the amount of their portion and their FOP# to move it from.

Any funds remaining after the three years will be returned back to the Faculty and VPRI in same proportion as initially awarded.