

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 awarded 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.