

Start Up Funds - Guidelines

**Category:** Expenses

**Approval:** Office of the Provost & Vice President Academic

**Responsibility:** Office of the Provost & Vice President Academic

**Date:** June 2022

**Purpose**

A guideline for expenditures related to teaching and research.

**Eligibility**

All new tenure track/probationary faculty hired into undergraduate departments/programs at Trent University, as well as faculty granted tenure ab initio (in cases where faculty are hired into Director/Senior administration) and Canada Research Chairs. Start Up amount and deadline for utilizing funds is stated in an individual’s initial appointment letter.

**Expenditure Criteria**

The criteria applicable for expenses under the Start Up fund shall be those established by the Dean of Arts and Science and which are deemed acceptable practice by the Finance Office.

Acceptable expenditures shall include materials deemed necessary to establish faculty offices and laboratories to fulfil teaching and research duties:

• computers and related equipment, software

• laboratory equipment and materials

• office supplies

• books, periodicals, and other materials

• conferences, meetings and memberships

**Account Authorization**

* The respective Dean’s Office will contact the Office of the Provost & Vice President Academic to request that an account be set up, or to request that an account be closed.
* Expenditures and claims must be authorized by the respective Dean’s Office.

**Account Initialization**

Members should contact their respective Dean’s Office for an individual account number of their start up fund, and confirmation of the deadline for utilizing the fund. See Contact Information below.

**Expenditures and/or Claims**

There are three ways in which expenditures can be purchased or claimed. Forms may be found at <https://www.trentu.ca/purchasing/forms.php>.

1. Submit a Claim using Chrome River on the myTrent portal: This is for expenditures directly purchased by the member. Each claim must be supported by receipts, evidence of payment and evidence of shipment of product (if applicable). Receipts must be included within each claim and (if submitting several receipts in one claim) entered separately including the date and location of purchase for tax rebate purposes.
2. Purchase Requisition: This is for expenditures ordered through the University’s purchasing department. This form must be completed in full with a copy of the quote attached. If the purchase is over $5,000, three quotes are required.
3. Low Value Purchase Orders: This is for expenditures to be picked up by member and charged directly to the Start Up account. Expenditures may not exceed $750 before taxes.

**Deadline for Expenditures**

The deadline is noted in the original appointment letter from the respective Dean’s Office.

**Resignation or Termination of Employment**

Upon resignation or termination of appointment, any equipment and/or furniture purchased through Start Up funds will become the property of the University. Any funds remaining at that time will be reallocated to the general start up fund.

**Carry Forward and Budget Statement**

Within the expenditure timeframe, the funds will be automatically carried forward to the subsequent fiscal and/or academic year. Each member should receive a monthly statement from the Finance Office indicating the balance of their account.

Deficits are the responsibility of the account holder. Discrepancies should be reported to the respective Dean’s Office.

**Contact Information**

Any questions or concerns regarding Start Up funds should be directed as follows:

* + Arts & Sciences Divisions Kelsey Verboom (kelseyverboom@trentu.ca)
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	+ Trent School of Education Lynn McQuaide (lynnmcquaide@trentu.ca)
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