

# Faculty Startup Research Package

## Overview

- Startups are typically used for professional development, equipment, summer salary, research assistance (student wages), etc.
  - Expenses beyond the basics that CAD would provide any faculty member (i.e., computer, office furniture, basic supplies, etc.)
  - Separate from a moving/relocation allowance, if provided
- All accounts use project 15108 with the faculty's individual PI department number
  - Exception: endowed professors will charge all expenses to the endowment
  - The accounts are in each school, so school directors are the approvers
- The accounts will be funded quarterly during the fiscal year, so they may appear to be in deficit between funding entries. Funding will occur during the month-end closing process on the following dates:
  - Q1 – September 30
  - Q2 – December 31
  - Q3 – March 31
  - Q4 – June 30

## How Do I Access My Account?

Faculty will be given access to their own project account to use for spending the research funds. Faculty are responsible for managing and reconciling their account, which includes monthly certification in the online CAROL reporting tool (see below). The account information can also be accessed by contacting the school senior staff assistant or CADFinance ([cadfinance@rit.edu](mailto:cadfinance@rit.edu))

### CAROL

- [CAROL Access Request](#)
- Tutorials
  - [CAROL General Use](#)
  - [CAROL Default View Change](#)
  - [CAROL Certification Demo](#)

## How Can the Funds Be Used?

All expenses must be related to research activities. Faculty will need to work with the school senior staff assistants for all spending activity on the account.

- If paying with the department procurement card, coordinate all expenses beforehand to ensure the purchase is allowable and the balance on the card is enough to cover the purchase.
- If paying a with personal card, keep all receipts and follow the oracle reimbursement process below, which is the same for travel
  - [Employee Travel Reimbursement Manual](#)

Below is a list of common uses for startup funds. Any requests to use the funds for something outside of the list of common examples below should be communicated with the school director.

- Professional Development
- [Summer Salary](#)
- Research Assistance
  - Student Wages (except GTA or GA)
    - Follow the current New York State minimum wage
  - [Graduate Research Assistant \(GRA\) Reimbursements](#)
- Purchase of Equipment
  - Reminder: Any equipment purchased with these funds is still RIT property (does not belong to the individual faculty)
- Purchase of Supplies
- Purchases of Specialized Software
- Travel Expenses
  - [Travel Policies and Procedures](#)
  - [Employee Travel Reimbursement Manual](#)
- Shipping of Work
- Framing, printing, or other related preparations for display of work
- Research Materials (book acquisition, subscriptions to services/journals, et al.)
- Book Publication

## FAQ's

- How do I access my funds?
  - Work with the school senior staff assistant on all expenses related to the account
- Can I get an extension beyond the end date stated in my offer letter?
  - This would be at the discretion of the college. Please contact the school director and [CADFinance](#) with any questions