School of Graduate Studies and Research

Policies and Procedures for Requesting
New Faculty Start-up Funds

Departments, through their Colleges, may request research/creative activities start-up funds for new faculty from the School of Graduate Studies and Research by written request to the Associate Provost for Research. Awards will be based on:

- A written request for research/creative activities start-up funds, which is accompanied by a copy of the position request, should be submitted to the Associate Provost by the dean of the college requesting the position.
- Documentation of the estimated level of support, which will be needed for start-up by the hiring department/college, needs to be stated in the request.
- A discussion of how the research/scholarly areas of faculty applicants for open positions will strengthen the departmental and college research/scholarly activities will normally be expected. This necessitates a serious examination of collaborative and interdisciplinary opportunities within the department, where possible, and a short explanation of departmental and college research/scholarly planning, if possible. Such requests will also document how the position will be expected to contribute to the development of both proposals for external sponsored program support, where such support is available, and how the specific scholarly areas sought will contribute to the future growth and reputation of departmental research/scholarly/creative activities and its regional/national reputation.
- The college’s history of generation of Indirect Costs to the Institutional Research Incentive Fund and the generally accepted costs of carrying out research in a particular discipline will be used in determining funding levels for Start-up Funds. Currently awards will be distributed on a basis of 80/20 to prospective faculty applicants from CSTEM vs. the other colleges. Thus, for every $10,000 awarded, approximately $8,000 will be awarded to STEM faculty startups. The amount of funding allocated will be determined annually, based on funds available each year, and annual needs for general University research support programs. Funds will normally be allocated from Ohio Board of Regents Research Incentive Funds received during each Biennium from the state, as available, and may be supplemented from other resources.

Applications may be submitted to the Associate Provost for Research by email and would be best followed by a meeting/discussion with the college dean, the chair of the hiring department, and the Associate Provost. Once a position is approved for start-up funds, the dean will be authorized to include such funds as part of the recruiting package for the position and the funds will remain until the position is filled or cancelled as a vacancy. On that basis, the research agenda of the faculty applicants will be expected to align with the original request.

Requests for Start-up Funds should be structured as a memorandum/email sufficient to describe the need for start-up funds for each position. It would be valuable to discuss matching fund requests and commitments from departmental/college/divisional resources. All candidates for positions receiving Start-up Funds Awards must be interviewed by the Associate Provost for Research/Dean, School of Graduate Studies and Research during campus interviews, therefore departments are advised to check availability prior to scheduling any interviews. Information needed to document proposed research/creative activities, preferably by the use of a professional development plan, as well as the traditional resume, should be submitted to the Associate Provost prior to campus interviews. Normally, the amount of the final start-up award will be dependent upon a specific request to support the faculty finalist chosen by the department for appointment. Such requests will document equipment, materials and supplies, travel, student support, and other needs for initiation of the candidate’s scholarly agenda. It will be important for the department to request this information at the interview stage, in order that the provost/college dean will be aware of the individual needs during negotiation for the position.

3/2012
New Faculty Start-up Grant Awards will be managed in the Office of the Associate Provost for Research/Dean of Graduate Studies and Research as separate internal grant accounts with the receiving faculty member as signature authority. Individuals who receive Start-up Grant Awards will be eligible for supplemental funding through URC Grants during the second year of employment (They should apply for URC funding during the first year.), but will need to have completely utilized their start-up funds prior to use of URC Grant Awards. Start-up Awards will expire automatically after two years and remaining funds will revert to the institutional/OBR Research Incentive Reserve or other resource from which funds were made available.

**Evaluation:** Review of the success of the New Faculty Start-up Grant Program will take place in the 3rd and 6th years after initiation. The following metrics for success will be examined:

- Peer-reviewed publications (or manuscripts accepted for publication in peer reviewed journals) or other scholarly based work products completed or created by the faculty member receiving the award.
- Grant applications submitted and/or funded by external funding agencies.
- Exhibitions/performances or other formally recognized (in the discipline) presentations which could be equated to peer-reviewed publication.
- Patents developed or other forms of intellectual property developed to benefit Youngstown State University.
- Contributions of activities toward tenure for the faculty receiving such awards.

Faculty members receiving Start-up Awards will be asked to document accomplishments relating to the above metrics annually by submitting related materials to the Associate Provost for Research.