

## College of Natural Sciences

### Policy on Faculty Using Start-Up Funds for Summer Salary

Updated 10/13/23

#### CNS Policy

Faculty members in CNS are allowed to use start-up funds to cover up to 5% per month of summer salary in order to make them 100%-time in the summer, per the [CNS Summer Processing Guidance for Faculty Summer Salary on Sponsored Projects](#). Otherwise, the use of start-up funding for summer salary is dependent on what was specified in the faculty member's offer letter. Faculty members who wish to use start-up funds to cover summer salary in ways that are not outlined in the offer letter must:

- a. Ask their department administrative contact to fill in part A of the below request form.
- b. Fill in part B of the below request form.
- c. Send the completed form to their Department Chair or Director for review.

The Department Chair or Director will review the completed form, discuss the request with the faculty member, and provide advice on their career development and grant funding record. The Department Chair will then share the completed form and their evaluation of the request with the Dean and CNS Faculty Affairs team. The Dean will make a final decision on the request. *Note: requests should be made on an annual basis, for the upcoming summer cycle. Ongoing requests will not be approved.*

#### Request to Use Start-Up Funds for Summer Salary on an Annual Basis

##### Part A: To be filled by the department contact

1. Department:
2. Name of faculty:
3. Rank:
4. Date hired:
5. Number of months of summer salary from startup funds specified in offer letter:
6. Time period for funding summer salary from startup specified in offer letter:
7. Total number of months of summer salary covered by startup funds to date:
8. Number of months of summer salary currently requested this summer:

##### Part B: To be filled by the requesting faculty member

1. Justification for request from faculty member:
  
2. Summary of external grant funding record while in rank at UT Austin:

**Department Chairs or Directors should send completed forms to [cnsfacultyaffairs@austin.utexas.edu](mailto:cnsfacultyaffairs@austin.utexas.edu).**