

## **Faculty Use of Startup & Discretionary Funds Policy** **Effective July 23, 2024**

The College of Engineering, Computing, and Applied Sciences (CECAS) at Clemson University provides startup and discretionary funds to support faculty in establishing their research programs and advancing their professional endeavors. These funds are allocated with the expectation of responsible stewardship and alignment with the university's strategic goals.

### Conditions of Use:

- Access to these funds is contingent upon:
  1. Submitting a detailed spending plan within the first three months of employment to their direct supervisor.
  2. The faculty member's continued employment at Clemson University.
- If a faculty member intends to resign or their employment is otherwise ending, department chairs and school directors must notify their Financial Business Manager (FBM) and Payroll Procurement Staff (PPS) to determine appropriate steps regarding fund access and management.

### Guidance:

- Travel, personal summer salary, equipment, and supply purchases should not be charged to these funds after there is an intent to resign.
- All expenditures must comply with CECAS and university policies to ensure accountability and transparency.

### Administrative Coordination:

- Proactively keeping the FBM and PPS staff informed ensures fund management remains in alignment with institutional policies and strategic priorities.
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By adhering to these guidelines, faculty can ensure that their use of funds supports both their professional success and the strategic objectives of Clemson University.