



# *Start-up Funds: How can I spend the funds?*

## **Purpose:**

*Start-up funds are to be used to support the development of your scholarly and creative work. Start-up funds are provided to support your research initiatives during your first three years at Texas Tech University.*

## **What types of purchases are allowed?**

*Start-up funds may be used to purchase goods and services that will aid in acquiring external funding and furthering research initiatives. Some of these expenditures include salary support, equipment, travel, software, lab supplies, etc. All purchases must comply with state, federal, and TTU guidelines and be permitted on the fund type. Any expense that exceeds \$50,000 may require a competitive process unless the goods or services are available on a State of Texas contract, federal contract, a purchasing cooperative, or TTU competitively procured contract. The vendor must also be in good standing with the State and federal governments. See OP 72.09.*

## **HEF – 13A048 Funds:**

*These funds support equipment purchases only. Funds are provided by OR&I and the Provost Offices (50/50 split). Funds are available for three fiscal years from the start date (ex: Award month, September 2024, the deadline to use August 31, 2027). Per State of Texas regulations, HEF funds cannot be used for travel, services, or consumables. The State does not allow pre-payments of HEF funds.*

*Deadline: August 31st, from the first year of the award.*

## **Texas University Funds ("TUF") – 11B192 Funds:**

*TUF funds support research expenses such as equipment, non-capital facility modifications to support research, supplies, salaries, etc. Funds will be allocated for the budgeted amount. Facility modification funding will be established in a project fund under the supervision of the Operations Division. TUF funds have some restrictions. Please see the TUF guidelines. The funds must be used as detailed in the approved application, including any matching funds. Prepayments support the public purpose and are only permitted for cost savings or, if required, for specialized goods or services.*

*Deadline: multi-year support must be completed within three years or as listed in the approved request.*



TEXAS TECH UNIVERSITY

Office of Research  
& Innovation



# Start-up Funds: How can I spend the funds?

## Commonly Asked Questions:

### **What happens to your funds if you do not use them?**

HEF (13A048) funds will carry forward for three years from your start date. If, in year four, there is a remaining balance in these fund categories, then a carry-forward request form can be submitted to the VPR for approval.

TUF (11B192) funds are approved and outlined for the fiscal year in which they are approved. Please contact Accounting Services for any questions.

### **Can start-up funds be used for travel expenses?**

International or student travel expenses are not allowed on 11B192 funds. If funds for international or student travel are needed, a trade within your college/department can be made with OR&I approval. If your college/department does not have the correct funds for international or student travel, a possible trade with OR&I can be made.

A State of Texas travel credit card is required for all domestic travel expenses applied against 11B192. You can work with your departmental business manager to get this application submitted/processed through Travel Services or email [travel.services@ttu.edu](mailto:travel.services@ttu.edu).

### **Can I use start-up funds for graduate tuition and fee waivers?**

Currently, graduate and tuition fee waivers do not need to be budgeted on 11 funds, but the appointment must be made before the 12th class day for fall/spring and the 4th class day for summer, and the ePAF must be completed on or before the 20th class day for fall/spring and the 15th class day for summer for the student to be eligible for benefits. Graduate tuition and fee waivers cannot be moved to 11 funds on a cost transfer.

## Summary of Use:

Funding	Allowable Use	Advance payment for goods or services	Salaries	Benefits	Supplies	Equipment	Non-Capital Facility Modification	Travel	T&F Waivers
HEF - 13A048	Equipment only	No	No	No	No	Yes	No	No	No
TUF - 11B192	Research-related, as detailed in the approved proposal	Only for documented cost savings	Yes	Yes	Yes	Yes	Yes, per the approved proposal	Domestic only, state travel card required	No





# *Start-up Funds: How can I spend the funds?*

## Contact Info:

---

### **Josie Solis**

Assistant Vice President  
Finance & Administration  
(806) 742-3905  
Josie.solis@ttu.edu  
Startup.vpr@ttu.edu

For purchasing questions, email [strategic.acquisitions@ttu.edu](mailto:strategic.acquisitions@ttu.edu)

For travel questions, email [travel.services@ttu.edu](mailto:travel.services@ttu.edu)

For financial questions, email [accounting.services@ttu.edu](mailto:accounting.services@ttu.edu)

## **Additional Resources:**

Operating Policy 72.09 Procurement of Goods and Services:

<https://www.depts.ttu.edu/opmanual/OP72.09.php>

Expenditure Allowability Matrix: <https://apps.dmfr.ttu.edu/expenditure/>

HEF (13 Fund) Guidelines: <https://www.depts.ttu.edu/procurement/resources/how-to-guides/documents/purchasing/procurement-heaf-funds-20140612.pdf>



TEXAS TECH UNIVERSITY

Office of Research  
& Innovation