



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

## **Purpose:**

Start-up funds are to be used to support the development of scholarly and creative work and are provided to support 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, employee travel, software, lab supplies, etc. All purchases must comply with state, federal laws and regulations and TTU operating policies and must be permitted on the fund type. Any expense that exceeds \$50,000 will require a competitive procurement process unless the goods or services are available on a State of Texas contract, federal contract, a purchasing cooperative, or TTU master contract. The vendor must also be in good standing with the State of Texas and in compliance with [Executive Order GA-48](#). See OP 72.09 or contact the Strategic Acquisitions department at [strategic.acquisitions@ttu.edu](mailto:strategic.acquisitions@ttu.edu) for policy and procedure guidance.

## **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 is September 2024, the deadline to use the funds is 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 & 14C 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.***



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## 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, then a carry-forward request form can be submitted to the VPR for approval.

TUF (14C/14M) start-up funds will continue for three years from your start date, as approved by the TUF Review Committee. At the completion of the three-year period the funds will be returned to the source for future allocations.

TUF start-up funds provided from 11B192 **must be fully spent or encumbered by 8/31/2025**. Only certain encumbrances can be paid after 8/31/2025. Additional guidance on this matter will be forthcoming.

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

International or student travel expenses are not allowed on TUF 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 TUF funds. 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?**

Graduate and tuition fee waivers are part of graduate student compensation and will be charged to TUF 14C FOPs on budget code 7P2. These are not allowed on HEF and will not be charged to 11B192 FOPs. Charges will be posted to the 14C FOP where the qualifying student is paid as of the 12th class day for fall/spring and the 4th class day of the 2nd term for summer. See OP 62.40 for details on qualifying requirements and other graduate tuition and fee benefits.

## Summary of Use:

Funding	Allowable Use	Advance payment for goods or services	Salaries & Benefits	Supplies	Equipment	Non-Capital Facility Modification	Travel	T&F Waivers	Scholarships
HEF - 13A048	Equipment only	No	No	No	Yes	No	No	No	No
TUF - 14Cxxx	Research-related	Only for documented cost savings	Yes	Yes	Yes	Yes, per the approved proposal	Domestic only, employees only, state travel card required	Yes (No on 11B192)	No



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## Contact Info:

### **Josie Solis**

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Finance & Administration  
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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)

Non-capital building modification questions, email [property.management@ttu.edu](mailto:property.management@ttu.edu)

Accounting and allowability 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>

TUF (14 Fund) Guidelines: [https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/Financial-Guidelines/TUF\\_Fund\\_Guidelines\\_7.17.24.pdf](https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/Financial-Guidelines/TUF_Fund_Guidelines_7.17.24.pdf)



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