

## MLPS START-UP INFORMATION

The department chair should discuss the start-up package with the Dean before submitting the formal request with the appointment case. Please note:

- **Categories are not interchangeable (i.e. funds cannot be transferred from one category to another without prior approval).**
- **Under no circumstance should financial commitments from MLPS be made to the candidate without the Dean's express written permission.**
- **It is understood that all expenditures will be in accordance with UC Policy.**

**Equipment:** research related equipment, computer equipment, laboratory equipment, including relocation of equipment.

**Recruitment Allowance:** To be used for costs associated with purchasing a home. Current maximum is **\$66,700** per Table 40 of the UCSB salary scales. There is no expiration date on use of these funds. Faculty cannot get their recruitment allowance until they are employees and have been entered into the payroll system and **should not expect payment until the first scheduled check date associated with their appointment.** Exceptions to this policy cannot be made and the appointment start date cannot be modified to accommodate payment. Recruitment allowances are considered wages for Federal and State tax reporting and withholding and for Social Security taxes, workers' compensation, and unemployment insurance. The faculty member should consult with Payroll/Accounting if they wish to adjust their W-4 form specifically for the payment of the recruitment allowance.

**Removal:** For actual expenses associated with a single household move from one location to UCSB, within policy per RB I-20. Current maximum is **\$10,000**. Exceptions must be requested to: a) exceed the \$10,000 maximum (must include an estimate from a moving company, b) move from more than one location or for a staged move, and c) to include any items not covered as allowable removal expenses as outlined in RB I-20. Removal of lab equipment is not covered with these funds. Budget for lab equipment moving should be included in the "Equipment" category.

**Space/Renovation needs:** Contact Ed Blaschke, Assistant Dean for Space and Laboratory Planning, for estimates if renovations are involved.

**Summer Salary:** Please note the allocation we get from the EVC is intended to cover 2/9ths summer salary only. Commitments will be made in **exact dollar figures** rather than in 9ths, and must be **used within 5 years** of the appointment date. The total amount committed **will not increase if the annual salary increases** before summer salary is paid out. It is understood that the candidate will make every effort to secure funding from extramural grants to pay summer salary in lieu of using start-up funds. If grant funding is secured to pay summer salary, these funds will be forfeited.

**Other:** Research, travel funds, OISS Permanent Residency service fees, furniture, personnel, software, supplies, etc.

**Housing:** Could include: a) MOP loan (current maximum \$1,430,000, current interest rate 3%); eligibility will last for 2 years from the appointment start date; extensions can be requested every year thereafter, b) University sponsored rental housing when available (Assistant Professor and LPSOE level appointments only), c) Placement on the for purchase housing priority list for Ocean Walk at North Campus or West Campus Point.