



Northeastern

Guideline for Uses of New Faculty Startup Funds:

1. Ledger 7 Plant Funds (7xxxxx) are restricted in terms of usage. These plant funds are often used to acquire University assets, which are depreciated over time. They can also be used for University renovation and construction costs.
 - A. New Faculty Startup Ledger 7 Plant Funds **can** be used specifically for the purchase of:
 1. Equipment for Labs or Research Projects;
 2. Component Parts to Build Equipment;
 3. Supplies for the Equipment;
 4. Computers and Computer Software for Labs or Research Projects.
 - B. These funds **cannot** be used for:
 1. Salaries, Wages, or Fringe;
 2. Travel or Food;
 3. Office or Cell Phones;
 4. Postage, Shipping or Moving (except during lab/project setup);
 5. Animal Care;
 6. Printing or Copying;
 7. Books;
 8. Memberships, Dues, Conference or Seminar Registration;
 9. Consultants;
 10. Repairs or General Cleaning.
2. New Faculty Startup Ledger 3 Designated Funds (3xxxxx) are less restricted than Ledger 7 plant funds in terms of usage but are to be used in accordance to the terms of the faculty member's appointment letter. These funds are often used for personnel expenses, travel, and other non-capital expenses.
3. Procurement Cards (ProCards) **cannot** be attached to Ledger 7 funds but **can** be attached to Ledger 3 funds. As with any ProCard, monitoring and reconciliation of expenses charged to a ProCard is required on a monthly basis.
4. Time limits on the use of startup funds are often stipulated in the faculty member's offer letter. The time limit is usually three years from the date of hire. All startup funds are expected to be used within the specified time limit.
5. The use of funds is usually outlined in the faculty member's offer letter. These funds must be used as specified in this letter.