

Start-up Grants for New Academic Appointments

The School will fund a contribution of up to 50% for start-up grants for new academic appointments provided that this is agreed with the Head of School as part of the appointment process.

Heads of Department should send details of the recruitment package to the Head of School, including the contribution requested from the School (this might also include a recruitment incentive payment). The Head of School, School Secretary or School Finance Manager will then confirm what the School has agreed to fund.

Once the appointment has been confirmed, the department should then complete a start-up grant approval form and send a signed copy to the School Finance Manager. The academic has three years from the date of appointment to spend the start-up grant and will need to provide the School with a summary of the expenditure incurred, including details of the matching departmental contribution, at the end of the award. The terms of the award are set out on the Terms tab of the form.