

## BCOE Initial Complement Policy

**Purpose:** Initial Complement funds are provided to new BCOE faculty members to assist them in establishing a productive, externally supported, research program. These funds are not to be considered as discretionary or unrestricted.

**Summer Salary:** If included in the Initial Complement Package, any summer salary must be used within the time period specified. For example, if two months of summer salary per year for two years is granted, any unused salary after the second year cannot be used for summer salary and will automatically be re-allocated to the Student Support category. As an alternative to IC summer salary, a new faculty member may be granted an Off-Scale salary. This alternative would be particularly appropriate for senior faculty who have on-going research programs that provide summer salary. This alternative provides the new faculty member with a higher base salary for summer salary calculations and lowers the cost of the Initial Complement package to BCOE.

**Student Support:** Expenses in this category include salary and benefits for graduate students in the Bourns College of Engineering and do not include salary for postdocs or other research personnel. Typically, support (including salary, benefits, NRT and fees) for two graduate students for the first two years of the faculty member's appointment will be provided. Student support funds can be spread over the six-year duration of initial complement funds. The department will assign these students with input from the faculty member.

**Other Personnel Support:** Expenses in this category include salary and benefits for postdocs or other research personnel.

**Equipment:** Items in this category need to be detailed in the Initial Complement Package and can include equipment maintenance and expendable supplies. Changes to the equipment list are acceptable as long as all items are directly related to the faculty member's research program. Title to all equipment purchased with IC funds remains with UCR. Any IC funds specifically included as lab equipment match cannot be used for any other purpose without approval by the Dean.

**Travel:** Allowable expenses in this category include research field trips and travel to conferences and research symposium by the faculty member and his/her grad students.

**Other Research Support:** Allowable expenses in this category include miscellaneous research expenditures, professional memberships, and subscriptions to research.

**Rebudgeting:** Approval from the Dean is needed for the following rebudgeting requests:

- increase Summer Salary funds
- decrease Student Support funds
- increase Travel funds

All other rebudgeting of Initial Complement funds is allowable.

**Duration:** Initial Complement funds are provided for a six-year term. Any funds remaining at the end of the sixth year will revert to the BCOE Dean's Office.