

## **POLICY FOR STARTUP BUDGETS**

Based on Art. 63 Financial Regulations of ETH Zürich of 1 January 2019

- The start-up budget is used to procure equipment. It can also be used to a reasonable extent for personnel and material costs.
- After the appointment by the ETH Board, the Finance Desk opens the financial element for the start-up budget. Purchases in excess of CHF 10'000, which would be financed from the start-up budget, will be signed by the Head of the Office for Faculty Affairs until the professor takes office.
- ETH policies apply for the procurement of equipment.
- Funds may not be shifted from the start-up budget to other financial elements.
- For assistant professors, the duration of the start-up budget corresponds to the term of office. For associate professors and full professors, the use of start-up budget is limited to 5 years. One year before the end of the start-up budget term, the Finance Desk will send out a reminder e-mail informing the professor of the end of the term duration. The e-mail also clarifies the automatic balancing and closing of the financial element, which will occur one month after the end of the term.
- An extension beyond the aforementioned term is not possible. Any remaining balance will be transferred to the President (i.e. unrestricted reserve funds of ETH Zurich) when the financial element is closed.
- Special arrangements regarding the terms of the start-up budget will be upheld, provided that the terms are stated in the President's offer letter. The two paragraphs above apply in the same manner.
- If the professor resigns (prematurely), the remaining start-up budget is returned to the President.
- As long as the start-up budget is not depleted, no further budget for procuring equipment will be granted.