

Advisor Start-Up Funds			
Purpose: Start-up funds are to support the development of an Advisor’s UCCE program and to purchase initial technology needs and office supplies. Conducting the needs assessment is the most crucial component of the Advisor understanding their job responsibilities and determining the focus of their CE Advisor position.			
Eligibility	Allocation Amount	Timeframe	Process
Newly hired, centrally-funded CE Advisors	\$10,000	<ul style="list-style-type: none"> • Allocation completed within first month of hire • Funds available for up to 3 fiscal years (July 1-June 30) • Any remaining balances are returned to ANR, effective June 30 of the expiring year • Extension requires a budget proposal and formal approval • Not typically ongoing 	<ol style="list-style-type: none"> 1. Welcome letter will be emailed to newly hired CE advisor within two weeks of hire date with allocation amount and Chart of Accounts (CoA) chart string to use for the funding. 2. BOC will request allocation from RPM within two weeks of hire date to be processed. 3. RPM will allocate funds to advisor’s GL project and should be complete within first month of hire date. Sample Aggie Enterprise CoA Chart String: 3310-19978-9923211-natural account-62-000-GLALAM6212-202012

Allowable Uses:

- Purchase new computer, software, and/or research and extension equipment/furniture;
- Fund start-up research costs;
- Support training and/or professional development activities (registration fees, purchase of resource materials, travel expenses, etc.);
- Support travel expenses associated with Advisor’s CE program

Unallowable Uses:

- International travel expenses or registration fees to international conferences;
- Personal items (clothing, shoes, activity trackers, ear buds, watches, etc.);
- Recognition gifts (for employees, volunteers or clientele);
- Employee morale functions;
- For more info [State General Funds informational site](#)