



### ***Review Solicitation Requirements***

This review typically entails an examination of eligibility requirements (pertaining to the applicant institution and the PI), the required components of the application, whether a Letter of Intent is requested/required, and submission deadline(s). The SOM's Department of Sponsored Research & Programs is available for early (pre eCAF questionnaire) consultation on any questions the PI may have about the solicitation requirements.

- If the lab moving costs are greater than \$50,000, then the additional costs should be funded by the PI's Start-up funds.
- Funding will be approved, contingent upon what is outlined on the LOI. For the first \$50,000, the Dean's Office will transfer up to 50% based on actuals and the Division or Department will transfer the additional 50%. Expenses for up to the first \$50,000 should be charged to the faculty member's home department start-up activity code/FAU and using cost center **MEFFL – Faculty Lab Removal**. Anything above the \$50,000 threshold should be charged to the faculty member's start-up FAU using the **MEFIC/MSFIC – Faculty Initial Complement** cost center.

### **Staff Relocation Costs**

#### **Household**

Consistent with UCR Policy 650-32 – Moving and Relocation Expense Reimbursements for Staff Employees, the following will be applied within SOM.

- Eligibility for moving and relocation expense reimbursements must be consistent with Business and Finance Bulletin G-13 and Senior Management Group (SMG) personnel in accordance with Board of Regents Policies 7710 (SMG Moving) and 7711 (SMG Relocation).
- Maximum allowed for household move will be \$10,000, which is taxable and as such, will be grossed up by 30% (not to exceed \$3,000).
- Anything in excess of the \$10,000 is the responsibility of the employee, and a unit manager cannot decide to pay more, even if such expenses can be covered with departmental funds.
- The unit is responsible for the costs associated with staff relocation costs and thus, can use any departmental FAU, as long as the fund source is an allowable fund source.