

Request for New Tenure-Track Faculty Start-up Funds

Please complete this form to request start-up funds for the new faculty member named below and send through the dean's office to the Office of the University Provost, 117 Cope Administration Building.

Faculty Member: _____ Date of Request: _____
 Position Number: _____ Anticipated Start Date: _____
 Department: _____ College: _____

* The department and college are encouraged to provide a portion (ideally 1/3) of the total start-up funds requested. F & A funds are appropriate for equipment/lab items and summer research opportunities.
 *Start-up funds are tied to the individual recruit and there is no implied commitment that the same funds will be available for another recruit for a particular position.

Total Start-up Funds Requested

Item	Amount	Comments/Explanations
Equipment (attach detail)		
Computer		
Supplies, Software, etc.		
Travel		
Moving Expenses		
Immigration Expenses		
Other (list)		
TOTAL	\$0.00	

Requested by: _____
 (Signature of Department Chair)

Approved by: _____
 (Signature of Dean)

Department/College/Unit/University Provost Commitments

Department/ College/ Unit/ University Provost	Source Index #	\$\$ Commitment	Item(s)	Authorized Signature/ Date
TOTAL				

ROUTING: Faculty Member's Department; to College Dean; to University Provost at 117 Cope Admin. Bldg.

Revised 07/26/10