

## 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 Provost Office, 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)		
<b>TOTAL</b>	<b>\$0.00</b>	

**Requested by:** \_\_\_\_\_  
(Signature of Department Chair)

**Approved by:** \_\_\_\_\_  
(Signature of Dean)

### Department/College/Unit/Provost Commitments

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

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