

Request for Tenure-Track Faculty Startup Funds

Please send this form to the Office of Academic Affairs for approval and routing to the Office of Research. To this form, attach the offer letter with reference to the startup package, candidate's CV, and copy of the advertisements (and journals/professional organizations to which the ads were submitted). Efforts to increase diversity of the pool of candidates should be indicated.

- The department is encouraged to provide at least 1/3 of the total startup.
- Contributions of the college and any appropriate center should also be noted.
- Equipment purchases and funds for graduate assistants take priority over other issues.
- You must inform the Office of Academic Affairs and the Office of Research of the outcome of the offer.
- Startup funds are tied to the individual recruit and there is not any implied commitment that the same funds will be available for another recruit for a particular position.

Date: _____

Unit: _____

Recruit Name: _____

Position: _____

Description of Request:

Match funds from Department: \$ _____

Match funds from College: \$ _____

Match funds from Center/Institute (if appropriate): \$ _____

Funds requested from central pool: \$ _____

APPROVAL: _____
Office of Research

Office of Academic Affairs

Note: page 2 must also be completed

Page 2: Request for Tenure-Track Startup Funds

Note: This page is to be filled out by the Dean.

Recruit's Area of Research: _____

Importance of this research
to the mission of the unit:

- ___ currently top priority (important in upper quartile)
- ___ currently high priority (next quartile)
- ___ currently medium priority (next quartile)
- ___ currently low priority (lowest quartile)

- ___ not a current priority, but wish to develop this area

State the likelihood that this recruit will generate competitive, external funding (list agencies, time frame for funding, and estimated amounts):

Please attach CV of the recruit and the offer letter.