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
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.