

REQUEST FOR NEW FACULTY START-UP FUNDS BY FISCAL YEAR

This form provides documentation for commitments to new faculty members and should be completed prior to confirming an offer. After routing through all appropriate channels, a copy of the approved or denied form will be returned to the department and college. Please submit the completed form and required documents to startup.vpr@ttu.edu.

T NUMBER: _____ RANK: _____
 FACULTY MEMBER (attach vita and position description): _____
 DATE OF REQUEST: _____ ANTICIPATED START DATE: _____
 DEPARTMENT: _____ COLLEGE: _____

\$REQUEST	Graduate Student Salaries*	All Other Salaries*	Equipment	All Other	Total
FY 2025 DEPARTMENT CONTRIBUTION:	_____	_____	_____	_____	_____
COLLEGE CONTRIBUTION:	_____	_____	_____	_____	_____
PROVOST CONTRIBUTION:	_____	_____	_____	_____	_____
VPR CONTRIBUTION:	_____	_____	_____	_____	_____
FISCAL YEAR TOTAL:	_____	_____	_____	_____	_____
FY 2026 DEPARTMENT CONTRIBUTION:	_____	_____	_____	_____	_____
COLLEGE CONTRIBUTION:	_____	_____	_____	_____	_____
PROVOST CONTRIBUTION:	_____	_____	_____	_____	_____
VPR CONTRIBUTION:	_____	_____	_____	_____	_____
FISCAL YEAR TOTAL:	_____	_____	_____	_____	_____
FY 2027 DEPARTMENT CONTRIBUTION:	_____	_____	_____	_____	_____
COLLEGE CONTRIBUTION:	_____	_____	_____	_____	_____
PROVOST CONTRIBUTION:	_____	_____	_____	_____	_____
VPR CONTRIBUTION:	_____	_____	_____	_____	_____
FISCAL YEAR TOTAL:	_____	_____	_____	_____	_____

YES / N/A Has EH&S (with assistance of FP&M as needed) conducted a contemporaneous survey of all laboratory, studio, and/or research site facilities to be used by the candidate AND have all safety updates, renovations, and associated accommodations required for the candidate's research program, including funding and timeframe, been included within this process prior to submission?

YES / N/A Have all facility associated accommodations required for the installation and functioning of any instruments either included in the start-up or to be moved to TTU from the candidate's prior institution been considered (funding and timeframe for renovation; consultation with Environmental Health and Safety) within this process prior to submission to the OVPR?

YES / NO Will this research involve specialized research needs such as the use of human subjects, vertebrate animals, hazardous or radioactive materials, recombinant DNA, or pathogenic organisms, that require review by a University research committee?

YES / NO Does this prospective faculty member have any involvement in a startup company or are there other disclosures the candidate will be required to make on a financial basis?

YES / NO Does this prospective faculty member have grant or contract transfers to be made to TTU?

YES / NO Does this prospective faculty member have research equipment to transfer to TTU?

If any of the above responses are YES, departments are requested to attach clarification statements and copies of any associated communications.

SUMMARY OF REQUESTS:	Graduate Student Salaries*	All Other Salaries*	Equipment	All Other	Total
DEPARTMENT CONTRIBUTION:	_____	_____	_____	_____	_____
COLLEGE CONTRIBUTION:	_____	_____	_____	_____	_____
PROVOST CONTRIBUTION:	_____	_____	_____	_____	_____
VPR CONTRIBUTION:	_____	_____	_____	_____	_____
TOTAL STARTUP REQUEST:	_____	_____	_____	_____	_____
CONSTRUCTION REQUEST:	Dept	College	Provost	VPR	Total

SIGNATURES: DEPT CHAIR: _____ DATE: _____
 COLLEGE DEAN: _____ DATE: _____
 PROVOST: _____ DATE: _____
 VP RESEARCH: _____ DATE: _____

*Attach a separate page with a justification statement and a breakdown of all funds requested. Salary breakdown must include salary type needed: Faculty, Student, Research Assistant, Other.