

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.

TLF NUMBER: _____

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 2010	DEPARTMENT CONTRIBUTION:	_____	_____	_____	_____	_____
	COLLEGE CONTRIBUTION:	_____	_____	_____	_____	_____
	DIVERSITY CONTRIBUTION:	_____	_____	_____	_____	_____
	VPR CONTRIBUTION:	_____	_____	_____	_____	_____
	FISCAL YEAR TOTAL:	_____	_____	_____	_____	_____
FY 2011	DEPARTMENT CONTRIBUTION:	_____	_____	_____	_____	_____
	COLLEGE CONTRIBUTION:	_____	_____	_____	_____	_____
	DIVERSITY CONTRIBUTION:	_____	_____	_____	_____	_____
	VPR CONTRIBUTION:	_____	_____	_____	_____	_____
	FISCAL YEAR TOTAL:	_____	_____	_____	_____	_____
FY 2012	DEPARTMENT CONTRIBUTION:	_____	_____	_____	_____	_____
	COLLEGE CONTRIBUTION:	_____	_____	_____	_____	_____
	DIVERSITY CONTRIBUTION:	_____	_____	_____	_____	_____
	VPR CONTRIBUTION:	_____	_____	_____	_____	_____
	FISCAL YEAR TOTAL:	_____	_____	_____	_____	_____

BRIEF NOTE IF NEEDED:

SUMMARY OF REQUESTS:

		TOTAL REQUEST				
		Graduate Student Salaries	All Other Salaries	Equipment	All Other	Total
	DEPARTMENT CONTRIBUTION:	_____	_____	_____	_____	_____
	COLLEGE CONTRIBUTION:	_____	_____	_____	_____	_____
	DIVERSITY CONTRIBUTION:	_____	_____	_____	_____	_____
	VPR CONTRIBUTION:	_____	_____	_____	_____	_____
	TOTAL STARTUP REQUEST:	_____	_____	_____	_____	_____

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

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

When negotiations are complete, forward a PAF, original transcript, offer letter, approved request for new faculty start-up funds, and a vita through appropriate channels.