

Proposed start-up costs for faculty positions

Directions:

In order to adequately budget for start-up costs associated with new faculty positions, chairs/directors are required to seek permission from the dean for the anticipated start-up costs at the time of recruitment for the position. Accordingly, please complete the form below and return it to the Office of the Dean (Attention: Michelle Wilde) along with the other required faculty recruitment forms (e.g. request to recruit, FRP-1, search committee, proposed ad, etc.).

Department/school _____

Position number (if known) _____

For each start-up category below, please indicate an “estimate” of the range of start-up costs (e.g. \$5,000-10,000 for moving expenses) as well as the source of the funding (i.e. dept./school and/or dean’s office):

	Dept./school	Dean’s office
Moving and relocation expenses	\$ _____	\$ _____
Equipment/laboratory (specify below)	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Other (specify below)	\$ _____	\$ _____

Chair/director’s signature _____ Date _____

Dean’s signature _____ Date _____

cc: Fred Hawkridge
Steve Sullivan