

## Vice Provost for Research Faculty Start-Up Requests

The purpose of faculty start-up money is to give departments the opportunity to purchase research-related equipment for new faculty that will positively position them to begin their research agenda, write grants, and attract external funding to BGSU. The money may be used to purchase laboratory equipment and supplies and in some cases for laboratory renovation.

Expense related to professional development, travel, moving expenses and instructional equipment should not be included in faculty start-up requests. All requests for computer equipment, software and accessories should be made through the Office of Information Technology Services.

Department Chairs are requested to provide the Vice Provost for Research with an estimate of the start-up costs for each position as soon as the *Faculty Position Authorization Form* is approved by the Provost/President. As part of the interview process candidates should be asked to provide a more specific budget for their start-up costs. The Department Chair is responsible for reviewing an itemized list of equipment requested by the candidate to determine which items currently exist in the department.

Before making an offer the Department Chair should contact the Vice Provost for Research and College Dean to negotiate the final start-up offer. Large financial commitments may need to be spread over a two or three year period. In most cases the start-up costs will be split as follows:

Vice Provost for Research	70%
Department	20%
College Dean	10%

All letters of intent to prospective faculty candidates which include start-up commitments must include the signature of the Vice Provost for Research (after the College Dean and before the Provost).

The letter should specify the exact arrangements, i.e:

*"You will be provided with \$200,000 in start-up funds for the purchase of laboratory equipment and supplies as follows;*

*Year 1: \$70,000 (Vice Provost for Research); \$20,000 (Department of \_\_\_\_\_); \$10,000 (College of \_\_\_\_\_)*

*Year 2: \$70,000 (Vice Provost for Research); \$20,000 (Department of \_\_\_\_\_); \$10,000 (College of \_\_\_\_\_)"*

If the position is not filled during the current recruitment cycle please notify the Vice Provost for Research. The commitment must be re-negotiated with each new offer.

If you have any questions please contact Deanne Snavely( 29450) or Gail McRoberts (27817)