

Provost Start-Up Funds Procedures

When the ability to successfully recruit within an academic area is tied both to competitive salaries and competitive start-up packages, a request for Provost start-up funds can be made to the Provost.

Using the Permission to Recruit Form, the Dean's Office can make a request for start-up funds when a search is initiated for a new faculty member. The level of funding provided by the Provost's Office is dependent upon the start-up funding committed by the department and Dean and the financial resources currently available to the department.

Once the search is completed, all commitments for start-up support should be detailed in the College's Request for Offer Letter. The Request for Offer Letter should highlight any changes to the initial request for start-up funds listed on the Permission to Recruit Form.

Provost start-up funds should be expended to support the initiation of a new faculty member's academic and scholarly career. Typical *reimbursable* expenditures include, but are not limited to, research equipment and supplies, lab renovations, computer hardware and software, professional development travel, research assistant support, and books/periodicals. Start-up funds should not be expended on moving costs or summer salaries. The faculty member has 18 months from their start date to request reimbursement of Provost start-up funds, unless other arrangements were made during the hiring process.

All purchases must comply with standard university purchasing procedures. Any questions regarding start-up purchases reimbursable by the Provost should be directed to Stewart Berkinshaw at 325-1271 (sberkinshaw@ou.edu).

When utilizing Provost start-up funds, departments should process all orders and invoices using their respective department number. Start-up funds committed by the department and dean should be utilized prior to requesting reimbursement from the Provost's Office. Once the commitment amount has been reached, the departmental financial administrators should prepare a request for reimbursement, which should include the following information:

- a cover memo requesting the reimbursement (include department number and account code)
- an itemized listing of expenses
- supporting documentation (copies of paid invoices/monthly financial statements)

The request should be submitted to the Dean's Office for approval.

The Dean's Office will then forward the request to the Provost Office for processing.