

Michigan Tech

Request for Faculty Start-Up

Anticipated Start-up
 Complete sections 1, 3 & 4;
 signature not required
 Submit to HR with Position Auth. Form
 Date of Request:

Final Start-up
 Complete entire document
 Submit to HR with Form A & draft
 offer letters (appt. & start-up)
 Date of Request:

Modified Start-up
 Complete entire document w/ changes
 Submit with completed Request for
 Modification to provost@mtu.edu
 Date of Request:

1. General Start-up Information:

Expected Start Date:

Unit:

2. Start-up Hire Information:

Last Name:

First Name:

Starting Salary:

Start-Up Index End Date

3. Start-up Budget (do not use commas for amounts in in sections 3 & 4):

Item	Account Pool	Year 1 Amount	Year 2 Amount	Total	Change from Previous Budget
Summer Stipend	P004				
Fringes	B001				
Travel	E700				
Equipment/Lab Equipment (attach detail)	E000				
Computing & Supplies	E600				
Undergraduate Support	P601				
PostDoc Support - Salary	P131P				
PostDoc Support - Fringes	B001				
Other (list)					
Subtotal					
*Grad Student Support - Stipend	P541				
*Grad Student Support - Fringes	B001				
*Grad Student Support - Tuition	E512				
*Shared Facilities					
Total					

**Items not included in primary start-up account budget as they will have separate indexes*

4. Unit Budget Commitments (For anticipated start-up requests, indicate anticipated index; signatures required for final start-up requests):

Name of Department, College, Unit	Source Index #	\$\$ Commitment Fiscal Year __	\$\$ Commitment Fiscal Year __	Total all years	Authorized Digital Signatures
Subtotal					
Shared Facilities					
Total MTU Commitment					Amount from top (#3) and this section (#4) to match

Comments:

Final Start Up Support – Steps for Creating “D”Index

1. Submit completed Faculty Appointment Recommendation Form (Form A), final Faculty Start-Up Support request form, draft offer letter, and draft start-up offer letter through normal approval process to HR.
 - a. Dean’s office will submit all paperwork to HR.
2. Following the provost’s approval of the Form A and final Request for Faculty Start-Up Support Form, HR will return both forms and the draft offer letters to the unit.
3. Unit to
 - a. Include start-up commitments in start-up offer letter.
 - i. Note, the Request for Faculty Start-Up Support Form should not be shared outside of the administrative offices providing approval and new index number(s).
 - b. Send completed and signed final Request for Faculty Start-Up Support Form and new faculty “M” number to Tracy Wood (tlwood@mtu.edu) in Financial Services and Operations.
4. FSO to add new index number(s) below & returns completed form to all units contributing funds for start-up (those noted on digital signature and respective assistant).
5. Contributing units to transfer respective contribution to new D index number(s).
6. Hiring unit to provide index number(s) and other information regarding research spending to new faculty member.

To Be Completed by FSO

New Index: **D**

New Index: **D** (needed if shared facilities support provided by VPR)