



FACULTY START-UP REQUEST FORM

Please use this form for all start-up requests. All requests must include a résumé/CV, research plan, and an explanation for the use of funds. Allow 5 business days for approval process. Upon approval, a copy of this form will be returned to the department chair/dean.

Candidate's Name

Actual or Anticipated Date of Offer

Employment Start Date

Department

College/School

Amount of Start-Up Request

10%
90%
100%

<i>Department</i>			
<i>College/School</i>			
<i>Other</i>			
<i>Office of Research</i>			
<i>Total</i>			
<i>Course Release (# of Credit Hours)</i>			
<i>Total Cost of Course Release (*See formula below)</i>			

*Formula: (9 Month Salary / 24) x Released Credit Hours x 1.35.

NOTE: If lab space renovation or construction is required, please also complete the "[New Hire Research Space Renovation Form](#)" and submit that form to the Provost Office.

Department Chair/Director

<i>Name (please TYPE or PRINT legibly)</i>	<i>Signature</i>	<i>Date</i>
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College/School Dean

<i>Name (please TYPE or PRINT legibly)</i>	<i>Signature</i>	<i>Date</i>
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Send completed form and attachments via email to: Joy Yard at j.yard@csuohio.edu and Roman Kondratov at r.kondratov@csuohio.edu

Approval

Meredith Bond, *Vice President for Research and Innovation* *Date*

Nigamanth Sridhar, *Provost and Senior Vice President for Academic Affairs*
(only necessary if requesting more than \$50,000) *Date*