



Provost Start-Up Funds Procedures

--- Background & Process ---

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 Regular Faculty Recruiting Application (RFRA), the Department Director and Dean's Office can make a request for start-up funds when requesting a new faculty search. The level of funding provided by the Provost's Office is dependent upon the start-up funding committed by the department, Dean and the financial resources currently available to the department and/or Dean. On the RFRA, a single request of central support of start-up funds is made. For authorized searches, the Provost will work with the Vice President of Research (VPR) to allocate a portion of the total central start-up request to the VPR for research related start-up costs. A separate memo from the VPR will be provided to the college detailing the VPR portion of the overall central start-up request, including purchasing restrictions related to VPR funding.

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 RFRA.

--- Allowable Uses for Start-up Funds ---

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 and office 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 24 months from their start date to request reimbursement of Provost start-up funds, unless other arrangements were made during the hiring process. The VPR will separately disclose spending timelines for start-up funds derived from VPR sources.

All purchases must comply with standard university purchasing procedures. Any questions regarding start-up purchases reimbursable by the Provost should be directed to Lizi Young (elizabeth.s.young@ou.edu) at 325-8694.

--- Requesting Reimbursement ---

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

- faculty member's name
- total amount of expenditures***
- department/account to reimburse

The request should be emailed to sbsc@ou.edu for processing. Certain colleges may require the request to first route through the Dean's Office.

***If the reimbursable amount is more than \$10,000 and a specific PeopleSoft start-up department DOES NOT exist, please attach supporting documentation.