Funding Agreement Requests Process
As of 8/07/2019

Overview:

Funding Agreement Forms should be utilized to request funds to cover high priority needs that arise within a college or division. These funds should only be requested when there are insufficient resources within the college or division to cover that need. In some cases, matching funds are also required from the college or division to fulfill the commitment. Requests are approved by either the Provost, the Vice Provost for Faculty Affairs or the Vice Provost for Undergraduate Affairs and can be for one-time funding, base funding or some combination of both with the potential to span over a period of several fiscal years, depending upon the circumstances of the request. The minimum amount that can be requested is $3,000.

The primary categories on the funding agreement form are:

- Retention
- Spousal Accommodation
- New Tenure Track Line
- Non Tenure Track Faculty
- Graduate Assistant (GRA or GTA)
- Admin Professional (other staff)
- Other – Specific

Documentation:

Along with the Funding Agreement Form, additional documentation is needed. In many cases, the transfer of funds is contingent on further information or documentation. This includes (but is not limited to):

- Approval email from either the Provost, the Vice Provost for Faculty Affairs or the Vice Provost for Undergraduate Affairs - Required
- Offer Letter – if request is for a new hire
- Retention Letter – if request is retention related
- Other documentation (travel documents in final status, disbursement vouchers in final status, etc.) - Reimbursements will be processed once the expenses have been incurred or the payment has been finalized so we have the ability to validate the final expense amount.

Please be thorough in completing your requests for full consideration. If the commitment involves salary, be sure to document if fringe is needed and what object code(s) should be utilized. The Vice Provost for Faculty Affair’s policy is that no fringe is transferred with one-time commitments but will be moved with base. The Provost and VP for Undergraduate Affairs handles fringe on a case-by-case basis.

In addition, there will be an expiration date added to each commitment form. This date will be at the discretion of the Provost, Vice Provost for Faculty Affairs or the Vice Provost for Undergraduate Affairs and will be communicated to the business officer once the agreement has been signed off on. This date will be utilized when an agreement is contingent upon obtaining required documentation (offer letter,
retention letter, etc.). If the documentation is not submitted by the expiration date then the funding agreement will be voided. In addition, if the funds are not requested in the listed FY, the unit must reapply for those funds.

As stated above, the requests may include matching funds between the Department, Dean’s Office, Vice President for Research’s Office and the Provost’s Office with each contributing a portion of the costs. Please include relevant information on the request form in the “Matching funds information” box provided.

Before submitting please obtain signatures by the department as well as the college/unit level.

**Timing:**

Due to the volume of requests throughout the year, the decision has been made to implement a submission period schedule. **We are asking that funding agreements and documentation be submitted in one email or physical delivery (to the Provost Business Officer) the first week of the last month of each quarter, as opposed to anytime during the year.** Only the business officer should be submitting the requests on behalf of each college/division so they are in the loop on all requests. A small section has been added next to the expiration date for the business officer to initial, acknowledging that they have reviewed the funding agreement before it has been submitted. If the agreements have the required email approval, the requests will be passed on to the respective individual (Provost, Vice Provost for Faculty Affairs or the Vice Provost for Undergraduate Affairs) for review and approval (signature). Once approved and documentation is complete then the funds should be released by the end of the quarter and a transfer confirmation email will be sent to the respective business officers.

**Submission Periods:**

- **1st week of September**
- **1st week of December**
- **1st week of March**
- **1st week of April (last submission period for FY21 base requests)**
- **1st week of May (only 1X requests for FY20)**

From June 1- July 31st of each year we are implementing a blackout period, where no funding agreements are to be submitted. This blackout period is being put in place to assist with year-end processes.