

**Provost, Vice Provost for Faculty Affairs and Vice Provost for Undergraduate Affairs**  
**Funding Agreement Request Process**  
**As of 09/11/2023**

**Pre-Approval Requirements:**

***Funding Agreements are required to be completed after email communications between the Deans/VP's/Directors and Provost have occurred. Once the Provost has communicated approval, the unit's Business Officer must submit a funding agreement to document/record and ratify the request before funding is released.***

**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 based on area of responsibility within the Provost, the Vice Provost for Faculty Affairs or the Vice Provost for Undergraduate Affairs. They are mainly for one time-funding needs with the potential to span over a period of several fiscal years, depending upon the circumstances of the request. *Base budget requests should be submitted during the annual proposed resource request process and rarely submitted on these funding agreements.*

The primary categories on the funding agreement form are:

- Retention
- Partner Accommodation
- New Tenure Track Line
- Contract, Continuing, and Adjunct (CCA) Faculty
- Graduate Assistant (GRA or GTA)
- Admin Professional (other staff)
- Other – Specific

***The minimum amount that can be requested is \$3,000.***

**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 Affairs' policy is that no fringe is transferred with one-time commitments but will be moved with base (in the rare case base is approved). 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. Also, if the funds are not requested in the listed FY, the unit must reapply for those funds and if a funding agreement for an approved commitment is not submitted within the year of approval then a new request for approval will need to be submitted.*

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 to the Provost Business Manager 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:

1<sup>st</sup> week of September

1<sup>st</sup> week of ~~December~~ January

1<sup>st</sup> week of March

**1<sup>st</sup> week of April (last submission period for ALREADY APPROVED FY25 base requests)**

1<sup>st</sup> week of May (only 1X requests for FY24)