



College of Arts and Sciences
Startup Extension Request Form

If a faculty member anticipates not being able to spend start-up funds within the agreed upon timeline, the first step is to discuss the situation with the department Chair and, if at all possible, identify alternate approaches to utilizing the start-up funds in a timely manner. After this discussion and in rare cases, faculty members may, with their Chair's endorsement, request a start-up extension from the Dean's Office. The Dean's Office will assess the situation and, at its discretion, may approve start-up extensions beyond the original expiration date. Such approval is not automatic and will be evaluated on a case-by-case basis taking into account the faculty member's research performance to date, the justification for the request, the rate at which funds have been spent to date, and the faculty member's intended use of the funds.

Name: _____
Rank at time of hire: _____
Current rank: _____
Primary Department: _____
Startup Fund Expiration Date: _____
Original Startup Allocation Amount: \$ _____
Remaining Balance of Startup Funds: \$ _____
Secondary Department: _____

Requested Duration of Extension: _____

Please provide a brief summary of UNL research activity to date: including awards, graduated students, publications, externally funded work, and proposals in process.

Please provide a brief summary of start-up expenditures to-date and estimated expenditures to be made by the original end date.

Please provide a *brief* justification of the need for extension of the start-up and a specific timeline for expenditures including breakdown of personnel, equipment, and operations. For equipment yet to be purchased, the specific equipment, price, and supplier must be identified.

****Additionally, this request must include a letter from department head summarizing and endorsing the rationale for the extension request.**

Faculty Signature

Primary Department Chair/Director Signature

Secondary Department Chair/Director Signature

Extension Request Approved:

Duration of Extension Granted

Associate Dean for Research & Partnerships Signature

Date Approved