

Faculty Startup Extension Request for Office of Research Funding

Submit an extension request, together with an expense report, no later than **3 months prior to the end of the startup period** specified in the faculty offer letter.

- 1) If the **Office of Research** startup fund balance, at the end of the startup period, is **$\leq 35\%$** of the total Office of Research allocation.
 - a) College dean has designated authority, from the VP for Research, to approve a 12-month extension to the original end date.
 - i) Dean's office is required to notify the OoR of the extension and submit a copy of the completed extension request via vprstartup@uc.edu.
- 2) If the **Office of Research** startup fund balance, at the end of the startup period, is **$> 35\%$** of the total Office of Research allocation.
 - a) Extension request is to be submitted to VP for Research for approval via vprstartup@uc.edu.
- 3) Requests for a 2nd year extension must be submitted to the VP for Research for approval by the Dean on behalf of the faculty member.
 - a) These should be rare and have clear extenuating circumstances to support the request.

Name: _____
Unit: _____
College: _____
Start Date: _____

Original Startup Period: _____

Faculty Member to complete:

Please provide rationale as to why the funds were not expended within the original time period.

Dean to complete:

Please provide justification and confirmation of approval of the extension. The information provided should confirm the Dean and Department Head's commitment and a **documented plan** to help the faculty be successful in their research activities. Describe plans to help the faculty move forward to ensure all are making the right investment of central funds.