

I-18
SAMPLE START-UP COSTS MEMO
(Revised 04/13)

TO: Associate Vice Chancellor
for Academic Personnel

VIA: Dean

FROM: _____, Chair
Department of _____

RE: Start-up package for _____

In connection with the appointment of _____, the Department of _____ requests the following:

- 1) Equipment
- 2) Space needs
- 3) Summer salary
- 4) Removal funds
- 5) Recruitment allowance
- 6) Housing needs
- 7) Research/travel funds/OISS Permanent Residency service fees

[These are possible categories for start-up costs, to be requested as needed]