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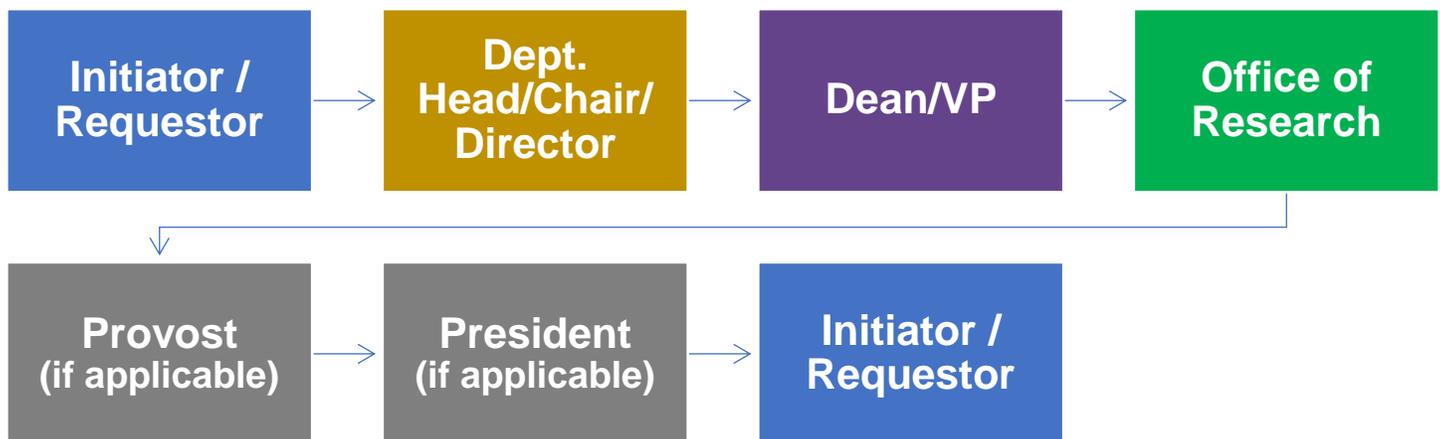
Purpose & Use

The [Startup Award Request](#) form is used to request startup funding from the Office of Research for a new faculty member at the University of New Orleans. Please refer to the [New Faculty Startup webpage](#) for more information.

Information Needed

- Requestor contact information
- Candidate name and prospective college, department
- Startup award budget
- Funding sources
- Candidate's resume
- Information about the new hire's research potential
- Information about the potential impacts of requested funding
- Email address for candidate's prospective department head/chair/director
- Email address for candidate's prospective dean/VP

Form Routing



Statuses

DRAFT

The form opens in **Draft** status and can be edited by the initiator. Once the form is submitted, it will no longer be in **Draft** status.

SAVED

The initiator can save progress on Startup Award Requests by clicking the **Save for Later** button (without completing all required information). SharePoint will automatically email a copy of the **Saved** form to the initiator.

The next time a **Saved** form loads, the form will automatically switch to **Draft** status.

AWAITING CHAIR

Once the initiator has completed all required fields and submitted the request, the Startup Award Request form will enter **Awaiting Chair** status.

The department head/chair/director listed for the startup candidate will be notified via email that a new Startup Award Request requires their review and approval.

The form will remain in this status until the department head/chair/director submits the form with their approval or rejection noted.

AWAITING DEAN

Once the startup candidate's department head/chair/director has approved the request, the form will enter **Awaiting Dean** status.

The dean/VP listed for the startup candidate will be notified via email that a new Startup Award Request requires their review and approval.

The form will remain in this status until the department head/chair/director submits the form with their approval or rejection noted.

SUBMITTED

Once the department head/chair/director and the dean/VP for the startup candidate have approved the request, the form will enter **Submitted** status.

The initiator (and the requestor, if different) will receive an email confirming submission of the form.

The form will also forward to the Office of Research for processing.

AWAITING PROVOST

The Assistant Vice President for Research & Economic Development may wish for the Provost to review and approve the Startup Award Request. If so, the form will enter **Awaiting Provost** status.

The form will remain in this status until the Provost submits the form with approval or rejection noted.

AWAITING PRESIDENT

The Assistant Vice President for Research & Economic Development may wish for the University President to review and approve the Startup Award Request. If so, the form will enter **Awaiting President** status.

The form will remain in this status until the University President submits the form with approval or rejection noted.

REJECTED

If a form is rejected by any party, the form will enter **Rejected** status. The initiator (and the requestor, if different) will receive notification of the rejected form via email.

APPROVED

If a submitted form is approved by the Office of Research (and the President and Provost, if necessary), the form will enter **Approved** status. The initiator (and the requestor, if different) will receive notification of the approved form via email.

Recipients

- **SAVED**
 - Initiator
 - Requestor (if different)
- **AWAITING CHAIR**
 - Department head/chair/director listed for startup candidate

- **AWAITING DEAN**
 - Dean/VP listed for startup candidate
- **SUBMITTED**
 - Initiator
 - Requestor (if different)
 - Office of Research
- **AWAITING PROVOST**
 - University Provost
- **AWAITING PRESIDENT**
 - University President
- **REJECTED**
 - Initiator
 - Requestor (if different)
- **APPROVED**
 - Initiator
 - Requestor (if different)

Email To

If the form needs to be sent to any recipients *other* than those listed above, any user can add any UNO email address into the **Email To** field and then submit the form. The user will be copied on an email sent to the entered email address.

Initiator Instructions

Requestor Information

Requester Information	
First Name:	<input type="text"/> *
Last Name:	<input type="text"/> *
Email:	<input type="text"/> *
Phone:	<input type="text"/> *
College:	<input type="text"/> * ▼
Department:	<input type="text"/> * ▼

1. **First Name:** Enter the first name of the requesting UNO employee.
2. **Last Name:** Enter the last name of the requesting UNO employee.
3. **Email:** Enter the UNO email address for the requesting UNO employee.
4. **Phone Number:** Enter a phone number for the requesting UNO employee.
5. **College:** Select the requestor's college from the dropdown menu.
6. **Department:** Select the requestor's department from the dropdown menu.

Candidate Information

Candidate Information	
First Name:	<input type="text"/> *
Last Name:	<input type="text"/> *
College:	<input type="text"/> * ▼
Department:	<input type="text"/> * ▼
<input type="button" value="Save for Later"/>	
Has the candidate served as a PI on external funding previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, will a mentor be assigned to this faculty member?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. **First Name:** Enter the first name of the candidate for new faculty startup funding.
2. **Last Name:** Enter the last name of the candidate for new faculty startup funding.
3. **College:** Select the candidate's prospective college from the dropdown menu.
4. **Department:** Select the candidate's prospective department from the dropdown menu.
5. **Save for Later:** Click the button to save the form and complete it another time.
6. Indicate whether or not the candidate has previously served on any external funding.
7. Indicate whether or not the candidate will be assigned a mentor, if hired.

Attachments

Attachments	
Please download the UNO Office of Research's template for the startup request budget. After you have finished filling out the budget, attach it and the other documents below.	
Startup Award Request Budget:	<input type="button" value="Click here to attach a file"/>
Candidate's Resume:	<input type="button" value="Click here to attach a file"/>
Committee Recommendation:	<input type="button" value="Click here to attach a file"/>

1. **Startup Request Budget:** Click the button to upload the startup award budget.
2. **Candidate's Resume:** Click the button to upload the candidate's resume.
3. **Committee Recommendation:** (Optional) Click the button to upload the committee's recommendation.

Funding & Impacts

Funding & Impacts	
Please indicate how the startup will be funded. The total percentage must equal 100%.	
Funding Source	Funding %
<input type="text"/>	<input type="text"/>
	0
<input type="checkbox"/> Add department	
Is this an interdisciplinary or cluster hire?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the candidate's startup funding split across more than one department?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe the perceived influence of the requested startup funds on successfully hiring the candidate.	
<input type="text"/>	
Describe the candidate's research potential and the anticipated impact of their hiring on specific research targets consistent with the campus strategic plan.	
<input type="text"/>	

- Funding Source:** Enter the name of a department or college that will contribute funding to the startup award.
- Funding %:** Enter the percentage of funding that the department or college will contribute to the startup award. You do *not* need to include the % sign. (If there will only be one funding source, enter 100.)
- Indicate whether or not the candidate is being considered as part of an interdisciplinary or cluster hire.
- Indicate whether or not the candidate's startup funding will be split across multiple departments.
- Answer the long-form questions about the potential impacts of the candidate receiving startup funding.

Departmental Commitments

Departmental Commitments	
We will include the startup language requested by the Office of Research in the candidate's offer letter.	<input type="checkbox"/> Department agrees.
We will seek the Office of Research's approval of the draft offer letter prior to sending it to the candidate.	<input type="checkbox"/> Department agrees.
We will work with the new hire to ensure that they understand their responsibilities regarding startup and research compliance.	<input type="checkbox"/> Department agrees.
We will send the finalized offer letter to the Office of Research.	<input type="checkbox"/> Department agrees.

1. The department must make the following commitments before requesting startup. The department must agree to:
 - a. include the Office of Research's language about startup in the offer letter.
 - b. seek out the Office of Research's approval of the draft letter (before sending it to the candidate).
 - c. work with the new hire to ensure they understand their responsibilities.
 - d. send the finalized offer letter to the Office of Research.

Form Routing

Form Routing	
Requests for startup funding must be approved by the Department Head/Chair/Director, the Dean/VP, and the Vice President for Research & Economic Development.	
Enter the UNO email addresses for the approvers listed below (even if you are one of the below approvers).	
Dept. Head/Chair/Director Email:	<input type="text"/> *
Dean/VP Email:	<input type="text"/> *

1. **Dept. Head/Chair/Director Email:** Enter the UNO email address for the candidate's prospective department head, chair, or director.
2. **Dean/VP Email:** Enter the UNO email address for the candidate's prospective dean or VP.

Comments (Optional)

Comments	
I have entered a test comment into the form.	
Submitted by: jelandr1	on 12/7/2020
<input checked="" type="checkbox"/> Add more comments	

1. **Add comments:** If relevant, click the **Add comments** link to add a comment to the form.
2. Type your comment in the box that appears. Your username and the date will auto-populate beneath the comment.
3. **Add more comments:** If necessary, click the **Add more comments** link to add more comments.

Submitting Form

If you are the department head, chair, director, dean, or vice president, proceed to the **Reviewer's Instructions** below.

If you are initiating the form on behalf of these approvers, please click the **Submit** button so that the form can route to the department head/chair/director.

Reviewers' Instructions

Comments (Optional)

Comments	
I have entered a test comment into the form.	
Submitted by: jelandr1	on 12/7/2020
<input checked="" type="checkbox"/> Add more comments	

1. **Add comments:** If relevant, click the **Add comments** link to add a comment to the form.
2. Type your comment in the box that appears. Your username and the date will auto-populate beneath the comment.
3. **Add more comments:** If necessary, click the **Add more comments** link to add more comments.

Approve Request

<input type="button" value="Submit"/>	
Signature & Approvals	
Dept. Head/Chair/Director:	<input type="radio"/> Approve <input type="radio"/> Reject
Dean/VP:	<input type="radio"/> Approve <input type="radio"/> Reject

1. Scroll down to the **Signature & Approvals** section.
2. Find where your position is listed.
3. Click the radio button to the left of the word **Approve**. Your username and the date will auto-populate.
4. Click the **Submit** button to approve the request.
5. The form will automatically close and proceed through the [Form Routing](#).

Reject Request

<input type="button" value="Submit"/>	
Signature & Approvals	
Dept. Head/Chair/Director:	<input type="radio"/> Approve <input type="radio"/> Reject
Dean/VP:	<input type="radio"/> Approve <input type="radio"/> Reject

NOTE: We recommend that you indicate the *reason* for your rejection in the **Comments** section.

1. Scroll down to the **Signature & Approvals** section.

2. Find where your position is listed.
3. Click the radio button to the left of the word **Reject**. Your username and the date will auto-populate.
4. Click the **Submit** button to reject the request.
5. The form will automatically close and notify the requestor that you have rejected the form.

Contacts

Technical Issues

If you encounter a technical issue with the SharePoint form, contact Julie Landry at jelandr1@uno.edu.

Research Policy/Scenario Questions

If you have a question about your submission or its results, contact the Assistant Vice President for Research & Economic Development Carol Lunn at research@uno.edu.

Document Notes

Developed by:

Julie Landry, Office Manager
Office of Research
(504) 280-6836
jelandr1@uno.edu

Created: December 3, 2020

Last updated by:

Julie Landry, Office Manager
Office of Research
(504) 280-6836
jelandr1@uno.edu

Updated: December 3, 2021