**PRINCIPLES FOR USE OF PROVOST RESOURCES**

**Guidelines for Funding Requests**

**OFFICE OF THE PROVOST**

The Office of the Provost has set forth the following principlesto provide guidance in the use of resources available to the Provost. These principles will be used in establishing priorities regarding program development; in evaluating funding requests from the academic units; and in leveraging multiple sources of funds where appropriate. These principles will also clarify for the deans and others, the types of funding requests that will be considered by the Provost.

**Principles for use of Provost Resources**

 **In general…**

1. Programs and initiatives will be broad in scope or impact, i.e., campus-wide or multiple colleges/units, rather than an individual college or unit.
2. Programs and initiatives should be of strategic academic importance; rather than in support of operational efforts at any level.
3. Funding plans will require a shared investment.
4. Requests for resources will require a recommendation and endorsement of the respective dean(s) and unit head(s).

**Current Provost Programs**

Most current programs sponsored by the Provost span the academy, are strategically focused and require a funding arrangement that includes contributions by both the unit(s) and the Provost. The features of these programs are clearly outlined in the individual program guidelines. Examples include, but are not limited to, Faculty Retention, Dual Career Assistance, and Faculty Start-up. Current programs that do not meet these principles are under review.

**General Guidelines for New Programs/Requests**

**Multi-Disciplinary Strategic Initiatives:** New strategic programs will generally emerge from a collaboration among units and with the Provost. Those that are campus-wide or span multiple disciplines, especially when multiple colleges are involved, may be considered by the Provost. Decisions will be guided by the principles outlined above and will be subject to the Provost’s priorities and available resources. Broad impact will be important. If the project is expected to be ongoing, a sustainable funding model should be outlined.

**Unit Requests:** Typically, requests from single units will be considered the responsibility of the unit head and/or the dean of the unit.

**Sponsorships:** Sponsorships of conferences or other events may be considered for cost sharing only when the event has multidisciplinary sponsorship and/or will mutually benefit both the event and Purdue University overall in visibility and positive perception.

**Senior Faculty Retention and Hires:** In the occasional case of senior hires or retention packages requiring unusually large investments, the Provost may consider a contribution to the package. It will be expected that college(s), department(s) and the Executive Vice President for Research and Partnerships (as appropriate) will provide the majority share of the package.

**Annual Budget Requests:** The annual university budget development process provides an opportunity to submit funding requests for consideration. Guidelines regarding these requests will be issued by the Provost to the deans and vice provosts based on the university’s overall budget guidance each year. All requests from colleges or major units must be prioritized prior to submitting them to the Provost. From these requests, the Provost will determine the overall priorities for the academic units and submit a consolidated list of requests to the President.

**Process:** All funding requests must be endorsed by the dean(s) of the requesting unit(s) before advancing to the Provost for review. Only requests with this endorsement will be considered.