

Financial Responsibility Form: Instructions for Completion

Accompanying a prospective academic letter of offer which includes a start-up package, a school or college submits a **Financial Responsibility Form (FRF)**, signed by the respective dean. The purpose of the FRF is to document all financial commitments included in the letter of offer. The FRF is included in the hiring package which is generally routed for electronic via the Smartpath workflow.

Guiding Policy(s):

- **Faculty Start-up Funding Policy** (*Provost Office, revised Feb. 2022*)
- **1.3.1.2, Moving Expenses, Administrative Policies and Procedures Manual**

Form Instructions:

In general, boxes for data entry are shown in gray. Various color codes boxes represent calculated fields which are protected from data entry.

- **Boxes 1-7:** Provide the basic information related to the position offer including school/college, department, candidate name, position number, position rank for the hire, tenure status of the offer and the effective date of the hire as provided in the draft offer letter.
- **Box 8:** Provide the OEO form # if applicable. Each approved tenure/tenure track (T/TT) search is required to have an OEO form # through which the search details are routed to the Office of Equal Opportunity for review and approval as the search progresses. If a T/TT position will not be posted/searched, a waiver of the search/posting approved in advance by the Provost and President is required. Check "N/A Search Waived" if a waiver was approved.
- **Box 9:** Indicate the Faculty Start-up Commitment Length per the tentative offer letter. *Faculty start-up commitments can be made over several years, but are generally three fiscal years. Expenditures can be incurred through the number of full fiscal years specified on the FRF. For example, a 3-year commitment for a faculty member hired in January 2015, extends through the end of FY 2018 (i.e., September 30, 2018).*
- **Box 10:** Prior to extending a tentative offer, it is important to ensure that the source of salary funding is identified and sufficient to meet the salary offered. Provide the applicable amounts funded by the funding sources identified in this box.
 - The Provost may also provide permanent salary funds from the Provost's Minority Recruitment Fund, the general Recruitment Fund and/or the Strategic Initiatives fund to support a salary offered. These commitments must be approved in advance on an offer; generally, at the time the Provost approves the search for the new line. Identify the Provost's **total salary** commitment approved from these sources. If the Provost has committed a total to fund salary and the related fringe, ensure that the total salary + total fringe does not exceed the total commitment. If the Provost's funding commitment is exceeded, the balance of salary funds will be provided from another source identified here. In order to balance with the detail below, do not include fringe here.
 - Additional Top up from another source may be specified if applicable.
 - ***The Total Position Salary will be calculated automatically and should equal the total salary in Cell C19.***
- **Box 11:** No data entry is required; this summary of total start-up commitment by source will populate based on the detail entered below.
- **Box 12:** Specify the details of the total moving allowance included within the offer including the % breakdown allocated to personal and/or laboratory move and the related maximum \$ amounts. ***The Total Moving Allowance included in the Offer will be calculated automatically and should equal the total moving allowance in Cell C21.***
- **Box 13:** These categories represent the general types of expenses incurred for a T/TT offer.
- **Box 14:** No data entry is required; these totals are calculated automatically based on the columns under Box 15.

- **Box 15:** Within this area, enter the details of the offer by source of funding i.e., Department, College, etc. and fund type i.e., general fund or other. Amounts entered here will total to the left and below.
- **Line 16:** No data entry is required; these lines represent the totals of the faculty start-up entries for all years. The summary totals by source must be accurate on the FRF and the detail lists of equipment, personnel support, etc., should be attached or provided within the electronic hiring binder to support those totals.
- **Line 17:** No data entry is required; these amounts represent the grand totals of the salary, moving and faculty start-up entries for all years.
- **Line 18:** Provide authorized signatures by department, college and other funding sources. Provost Office signature is required on all FRFs when Provost funding has been approved in advance. The Vice President for Research signature is required on all FRFs when Research Division funding has been approved in advance. These signatures represent agreement to provide these committed funds based on the timing specified and/or in accordance with the faculty start-up funding policy.
- **Box 19:** If all lines of data entry are balanced, these formula proofs should be at zero on the completed FRF. If any variances appear on lines 54-46, review the formulas and resolve and discrepancies prior to submission of the FRF.

The FRF should be prepared and routed for approval within the School/College in accordance with the School/College defined process. Within the Smartpath workflow, the FRF is generally prepared by the department and attached to the electronic hiring package in both Excel and PDF format. These documents flow through the electronic workflow levels and should be edited if necessary and approved at each level. The Provost's office representative provides the final FRF review and uploads the final copies within the electronic workflow prior to submission of the electronic hiring package to the Provost.