An equal opportunity institution

Missouri S&T | College of Arts, Sciences, and Education

Start-up Restoration Request

Start-up funds that are not spent within the 36 months after a faculty member's appointment will be returned to the college. If this creates a specific and unforeseen hardship, a request for restoration of a portion of the funds (substantially less than 100%) and justification for this restoration may be submitted to the CASE Dean by completing this form and providing proper justification. Submit forms to case@mst.edu within 30 days after the funds were withdrawn. In no case may the duration of this request exceed the amount of funding that would be expended within a single year.

Date form completed:

CASE Department:

Name of Faculty:

DeptID or MoCode:

Amount requested:

Justification:

Approved ☐ Disapproved ☐

Department Chair

Approved ☐ Disapproved ☐

Dean

College of Arts, Science, and Education