

## OFFER LETTER COMPONENTS FORM

### College and Department Commitments

Name of Faculty Member		Effective Date
Faculty Rank		Position Number
Academic Home College		Academic Home Department
Base Salary	Stipend	Probationary Credit
Teaching %	Research %	Administration and Service %
Teaching Load		

All components listed below are subject to funding availability and/or budgetary constraints.		
Clerical/Administrative/GRA/GTA Support		Research/Teaching Support
Laboratory Space Requested		Renovation of Laboratory Space Requested
Research/Laboratory Equipment Requested		Projected Research/Laboratory Equipment Funds
Technology Needs/Requests		Technology Needs/Requests Funds
Travel/Professional Development Funds	Discretionary Funds	Course Release Time
Summer Salary	Relocation/Moving Expenses	
Other (other needs/requests and accompanying costs)		

### Academic Approvals:

\_\_\_\_\_  
Dean/Unit Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair/School Director/Hiring Manager

\_\_\_\_\_  
Date

**All signatures must be completed through DocuSign and upload the final approved document into the job offer in the online system after the verbal offer is accepted.**

See page 2 for Research Commitments. All pages must be submitted.

**Office of Research Commitments (If Applicable)**

All components listed below are subject to funding availability and/or budgetary constraints.		
Personnel (Clerical/Administrative/GRA/GTA Support)		Transferring Personnel (postdocs, grad students, technicians, particularly those requiring visa, etc.)
Animal Space/Care		Research/Teaching Support
Laboratory Space Requested		Renovation of Laboratory Space Requested
Major Research/Laboratory Equipment Requested		Projected Research/Laboratory Equipment Funds
Technology Needs/Requests/Trailing IP applications or start-up companies (potential Conflict of Interest)		Technology Needs/Requests Funds
Travel/Professional Development Funds	Discretionary Funds	Course Release Time
Summer Salary	Relocation/Moving Expenses	
Other (Grant Transfers/Other Needs and Accompanying Costs)		

**Office of Research Approvals (If Applicable):**

\_\_\_\_\_  
Office of Research Designee

\_\_\_\_\_  
Date

**All signatures must be completed through DocuSign and upload the final approved document into the job offer in the online system after the verbal offer is accepted.**

**Notes:**

- Components listed above are only applicable to the current Academic Year in which you are hired. The University reserves the right to reduce or otherwise revise the funding or other components described herein for reasons or events beyond the University's control.
- All equipment remains the property of Kennesaw State University regardless of funding source.
- If animals are to be used, see **Institutional Animal Care and Use Committee (IACUC) information at <https://research.kennesaw.edu/iacuc/>**
- The first year of startup will be funded upon your employment with the requirements that you will complete the following:
  - Submit a detailed budget outlining how you will be spending the funds in support of your research/creative activity program within the first month of contract start date.
  - A statement of work outlining the research program the funds will be used on, including a timeline of expected research/creative activity output, to be submitted within the first month of contract start date.
  - Complete an annual report showing how your funding was utilized, to be submitted no later than 12 months post contract start date. For those disciplines that are supported through funds made through extramural grants, it is expected that a first grant application is produced together with and submitted after approval by the Office of Research Development within the first two years of employment.
- Failure to meet research goals and/or submit an external grant or other significant research/creative activity output through the Office of Research in your second year of employment at the university or submission and approval of your annual report, will result in the termination of subsequent startup funds. Once a proposal or other discipline-specific research/creative activity output has been submitted externally, funds for summer salary will be made available. These policies apply whether you begin work at KSU in the fall or in the spring semester.
- Startup funds must be spent in accordance with all KSU and University System of Georgia rules and regulations.