



CUMULATIVE ANNUAL REPORT FOR FACULTY START-UP FUND RECIPIENTS

Instructions: For each year of start-up support, please complete sections I and II below. Follow the specific instructions in each section. You will build on this report every year, so please save a copy for use in future years. Submit the report to your chair and associate dean for research for his/her signature and subsequent submission to the Office of Research.

The Cumulative Annual Report for Faculty Start-up Fund Recipients is due to the Chair or Director by July 15th, to the Dean of the hiring college by July 31st, and to the Office of Research by August 15th following each year of start-up support. Submit the completed report, along with all signatures, to the Office of Research via email to Joy Yard at j.yard@csuohio.edu and Dan Simon at d.j.simon@csuohio.edu.

Name	Department	Date
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Report for Start-Up Year Is this your last year of start-up support?

Please keep an electronic copy of your report to update for next year.

I. Financial Report

For each year that you received funding, please complete the appropriate column below. Ignore years that do not apply to you.

Period Covered	Year 1	Year 2	Year 3
Total Start-Up Funds (Office of Research + Unit Contributions)			
Summary of Expenditures			
Salaries			
Benefits			
Supplies			
Equipment			
Purch Contr Svcs			
Travel			
Current Svcs			
Other Fixed Charges			
Other (Name)			
Total Expenditures			

Budget Narrative: Under the appropriate year below, briefly describe your expenditures, e.g. salary funds were used to provide summer support for 2 graduate assistants; a microscope was purchased, etc. If fewer funds were expended than allocated, please explain. Please report the use of all start-up funds, both Office of Research and unit contributions. You do NOT need to separately report each contribution.

Year 1 _____

Year 2 _____

Year 3 _____

II. Progress Report: Research Activities, Publications and Grant Submissions and Awards

For each year of your start-up, please attach a list of all peer-reviewed publications (or manuscripts accepted in peer-reviewed journals); grants submitted and/or funded by external funding agencies; exhibitions, performances, or other formally recognized (in the discipline) presentations that could be equivalent to peer-reviewed publication; and patents or other forms of IP developed to benefit Cleveland State University.

Submitted:

Start-Up Fund Recipient	Date
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Through

Department Chair	Date
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Through College/School

Dean	Date
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