POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: ____________________________

Minor Amendment □
Chapter & Title: APM 45.05

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): Sarah Martonick 5/15/2017
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Policy Sponsor: (If different than originator.) Casey Inge
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Reviewed by General Counsel X Yes ___No Name & Date: ___Casey Inge, 9/5/2017____

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

Update to clarify early setup and advance funding policy and increase base request amount to 25% to be more in line with our peer institution’s policies in this area.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

None.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

OSP website contains guidance on the early setup and advance funding procedures, but this is the only posted policy document in this area.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ____________________________
Track # ____________
Date Rec.: ____________
Posted: t-sheet ____________
h/c _________
web ____________
Register: ____________

Policy Coordinator Appr. & Date: ____________________________
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