



Section A: General Information

In Workday, financial transactions related to Faculty Start Up Funds are managed and tracked using Project Worktags. Please provide the following information to request a new Project Worktag to track Faculty Start Up Funds.

Start Up Fund Name: _____

Start Date: _____ End Date: _____

Section B: Financial Worktag

Workday requires the following default related worktags when creating a new Project Worktag: Cost Center, Fund, and NACUBO Function. Additionally, if the Start Up Funds are funded by a Designated, Gift, or Grant worktag a Funding Source Rule will need to be created. List ALL applicable funding sources.

Default Related Worktags

Cost Center	Fund	NACUBO Function

Section C: Funding Sources (list ALL that are applicable)

Fiscal Year	Cost Center	Designated	Grant	Gift

Section D: College Dean Approval

(Print Full Name)

(Signature)

(Date)



Instructions

Section A: General Information

Start Up Fund Name	Enter the Name that will be used to identify the Start Up Fund
Start Date	Enter the anticipated start date.
End Date	Enter the planned completion date. <i>(The project end date may be updated as the project progresses).</i>

Section B: Financial Worktag

Cost Center	Enter the Cost Center for the primary department
Fund	Enter the Fund worktag associated with the Cost Center
NACUBO Function	Enter the NACUBO code associated with the Cost Center

Section C: Funding Source

Fiscal Year	Identify the Fiscal Year the Funding source listed will provide funding
Cost Center	Enter the Cost Center(s) providing funding
Designated	Enter the Designated Fund Worktag(s) if applicable.
Grant	Enter the Grant Worktag(s) if applicable
Gift	Enter the Gift Worktag(s) if applicable

NOTE: For more information on Worktags, view the [Worktag Glossary](#)

Section D: College Dean Approval

Obtain the signature of the College Dean before submitting the form to General Accounting.

Submission

Upload the Following to General Accounting's document submission portal:

<https://ualr.edu/financialservices/general-account-request/>:

1. A completed Faculty Start Up Fund Request Form
2. Documentation (email or signed letter) from the College Dean showing the terms of the funding.