

Process for Requesting Department Share Royalty Funds
Department of Horticulture
September, 2014

The Royalty Committee (Palta, Jiang, Endelman, Weng, Check, Frank, Goldman) recommends the following process for request of department-share royalty funds.

1. Royalty funds in the department share account are not for routine research support and are instead viewed as a crucial source of support for emergency needs and other emerging opportunities. The key factor evaluated by the royalty committee is the justification for the request, including the importance of the need, what benefits, including new royalty potential, might accrue from the support, and what other funds are being used to help support the need.
2. Requesters must be full-time Department of Horticulture faculty
3. Requests may be made at any time by filling out the accompanying form and sending it to the department chair. The royalty committee will evaluate each request and make a recommendation to the department's executive committee regarding funding.
4. Requesters who are also members of the royalty committee will recuse themselves from royalty committee and executive committee deliberations on their request.

Request form for Department Share Royalty Funds

Department of Horticulture

Requester's name _____

Short title for request _____

Amount of request _____

Describe the request and its purpose

Justification for the request, including the importance of the need, what benefits might accrue from the support, and what other funds are being used to help support the need

Detailed budget request

Submit form to Department Chair with copy to Department Administrator