Add Attachment

DEAN OF ARTS AND SCIENCES

REQUEST FOR POST-RETIREMENT USE OF DARTMOUTH RESEARCH FUNDING AND EQUIPMENT

Date _____

Name: _____

Academic Rank: _____

Department or Program affiliation: _____

Please select the primary purpose for your post-retirement use of Dartmouth research funding and equipment (select all that apply):

Book ☐ **Conference** ☐ **Research** ☐ **Other** ☐

Please provide a brief summary of your planned post-retirement use of Dartmouth research funding and equipment (e.g. name and subject of book, research article, conference committee, etc. 300 word limit):

Please list the Dartmouth purchased equipment valued in excess of $499 that you plan to use post-retirement for the purpose(s) described above (e.g. laptop computer). Any equipment valued in excess of $499 purchased *after retirement* using Dartmouth funds must be pre-approved by a Dean and will require a revised form:

Please indicate the anticipated timeframe for exhausting any post-retirement Dartmouth research funding and the useful life of any equipment that you have listed above (max 5 years):

Retiring or Emiritus Faculty Signature:

Please return completed form to the Arts and Sciences Finance Center: asfc@dartmouth.edu.
Once the form has been approved, you will be contacted to confirm the length of the extension and any next steps that may be required.

PLEASE NOTE
Post-retirement access to and use of equipment and funds owned or provided by a former employer (Dartmouth College) are subject to IRS income tax reporting absent documentation of their agreed upon continuing research purpose.