|  |  |
| --- | --- |
| **Your Name:**  | **Today’s Date:** |
| **Department:** | **Banner ID:** |
| **Funds to be used for summer salary:****Active Funded Award: \_\_\_\_\_ Number of Months: \_\_\_\_\_ (Based on Spring 2025 salary or +4% starting July 1st)****Faculty Startup: \_\_\_\_\_ Number of Months: \_\_\_\_\_ (Based on salary listed in signed Offer Letter)****Other Funding Sources: \_\_\_\_\_ Number of Months: \_\_\_\_\_ (Add explanation of other funding source below)** |
| **In the Table below: Please specify which Period(s) you want to be paid in “Payment” column (Y/N).****List the Fund/Index Number to be used for each period in the “Fund Number” column.****If Startup Funds are requested, list “Startup” for each period in the “Fund Number” Column.****Office of Research will calculate the “Salary Amount” for each period.** |
| **Period** | **Pay Date** | **Payment (Y/N)** | **Fund Number** | **Account Number** | **Salary Amount** *Research Office* |
| May 5 – May 18, 2025 | May 23, 2025 |  |  |  |  |
| May 19 – June 1, 2025 | June 6, 2025 |  |  |  |  |
| June 2 - June 15, 2025 | June 20, 2025 |  |  |  |  |
| June 16 – June 29, 2025 | July 4, 2025 |  |  |  |  |
| June 30 - July 13, 2025 | July 18, 2025 |  |  |  |  |
| July 14 – July 27, 2025 | August 1, 2025 |  |  |  |  |
| **Approvals:** |
| (1) Employee Date | (4) Restricted Funds Date |
| (2) Principal Investigator Date | (5) VP, Research Date |
| (3) Research Office Date | (6) VP, Admin & Finance Date |

**Summer Salary is limited to a total of 3 months**

Additional comments if applicable (e.g. other funding source):