|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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):