



REQUEST TO CHARGE ACADEMIC YEAR SALARY TO EXTRAMURAL FUNDS

The PI should route this form to his/her financial analyst for contract or grant account/fund verification, prior to submitting for approval. If approved by the Chair and Dean (or designated Associate Dean), confirmation copies will be retained in the HSSoE Personnel Office and returned to the PI and Chair.

Requests must be approved in advance of the quarter requested for the salary charge. Because of time limits for the transfer of extramural funds, requests will not be approved retroactively and must be consistent with academic quarter payroll dates, as follows: Fall qtr. - July 1-Oct. 31 Winter qtr. - Nov. 1-Feb. 28 Spring qtr. - Mar. 1-June 30

The PI will be expected to complete his/her full complement of course offerings and service commitments during the academic year. Compensated effort from extramural funds may not exceed 50% in a given quarter or in a given academic year.

HSSoE - 10/2018

PI Name: (print) \_\_\_\_\_

Department: \_\_\_\_\_

Quarter(s) requested for salary charge:

[ ] Fall [ ] Winter [ ] Spring Year: \_\_\_\_\_

Account Name(s) for Charge: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Account Number Fund Number Sub Amount

Salary % Charged to Extramural Funds: \_\_\_\_\_

Verification by Financial Analyst (initial): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Research Commitments:

List all contracts, grants, or other sponsored commitments that you will be working on during the requested quarter(s), and your anticipated percentage of effort toward each.

PI Signature: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

Chair Approval:

\_\_\_\_\_ Date: \_\_\_\_\_

Dean Approval:

\_\_\_\_\_ Date: \_\_\_\_\_

Business Office Use Only:

Total Salary Savings: PI Savings (70%) School Savings (30%)

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