Trinity College of Arts & Sciences Faculty Summer Salary Request Form

Complete this form only if you will be charging summer salary to federally sponsored research grants AND if the faculty member has requested to use the central discretionary fund.

Department: Enter the Primary Department Name

Section I: Effective Dates

Start Month of Effort: Enter the ‘Service start date’ End Month of Effort: Enter the ‘Service end date’

Section II: Faculty Data

Last Name, First Name: Enter the last name and first name of the faculty member
Job Code: Enter the faculty member’s job code
Title: Enter the faculty member’s job title

Select the faculty member’s rank

Rank: □ Tenure/Tenure Track (PSA 0009) □ Other Regular Rank (PSA 0010) □ Non-Regular Rank (PSA 0011)

Enter the faculty member’s DUID

Section III: Summer Salary Calculation

9-month Salary (Base salary for the immediately preceding appointment term):

Total summer salary months requested: Enter the number of payments

Salary for one summer month (1/9th) (right click & click ‘Update Field’ to update):

Maximum Amounts Charged to Federally Sponsored Grants:

Maximum of .75/9ths (right click & click ‘Update Field’ to update):
Maximum of 2.5 months (right click & click ‘Update Field’ to update):

Section IV: Summer Salary Distribution

Sponsored Research Funds

Enter the account number of the federally sponsored grant in the ‘Account’ field & the corresponding G/L. Enter the monthly amount to be paid and the month that coincides with the time the work is performed (May, June, July or August). Check the appropriate box if the grant is a NIH or a NSF grant. If neither, leave the boxes blank.

<table>
<thead>
<tr>
<th>Account</th>
<th>G/L</th>
<th>Amount</th>
<th>Month</th>
<th>NIH</th>
<th>NSF</th>
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Complete this form only if you will be charging summer salary to federally sponsored research grants AND if the faculty member has requested to use the central discretionary fund.

Trinity College of Arts & Sciences Funds (Trinity College of Arts & Sciences Funds – may include backstop, cost sharing and the central discretionary fund)

Enter the central discretionary fund in the ‘Account’ field & the corresponding G/L. Enter the monthly amount to be paid and the month in which the summer salary will be paid (May, June, July or August). Enter the months in which the faculty member received compensation for research effort charged to their grants during the academic year and the calendar year.

<table>
<thead>
<tr>
<th>Account</th>
<th>G/L</th>
<th>Amount</th>
<th>Month</th>
<th>Academic Month(s)</th>
<th>Calendar Year</th>
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Check the box(es) that apply.

Summer Salary to be paid in:
- [ ] May and June  - [ ] May only  - [ ] June only  - [ ] July and August  - [ ] July only  - [ ] August only

Faculty Member/Date

Business Manager or Grants Manager/Date

Obtain the necessary signatures (sign and date the form).

Once this form is completed, maintain it within your Department. Since the use of the central discretionary fund should be planned ahead, we suggest completing this form at the end of the Spring semester for the upcoming fiscal year. Note that the summer supplemental compensation will be capped at $1/9th and the monthly amount charged to federally sponsored grants will be capped at $0.75/9ths. Note too, that the maximum amount of federally-funded effort for which faculty may be compensated during the summer months is $2.5/9ths. And, no more than $0.5/9ths during a fiscal year will be transferred to the central discretionary fund. Finally, no more than 2/9ths of base salary may be requested from NSF funds in any fiscal year.