

REQUEST TO CHARGE ACADEMIC YEAR SALARY TO EXTRAMURAL FUNDS

Salary Exchange Program:

The PI should route this form to their Contract & Grant Analyst for funding verification, prior to submitting for approval. If approved by the Chair and Dean, confirmation copies will be retained in the SE 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. – Jul 1-Oct. 31
Winter qtr. – Nov. 1-Feb. 28
Spring qtr. – Mar. 1-Jun 30

The PI will be expected to complete their 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.

SE - 05/2023

PI Name: (print) _____

Department: _____

Quarter(s) requested for salary charge:

Fall Winter Spring Year: _____

Account Name(s) for Charge: _____

_____/_____/_____
_____/_____/_____

KFS Number Sub Amount

Salary % Charged to Extramural Funds: _____

Verification by Fiscal Officer (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%)

