



Summer Pay on Sponsored Projects Exception Request

This form is used for 9 month Instructional Faculty who are requesting an exception to the University summer pay for research limitation of 90% (2.7 months) during the summer months (May 25th – August 24th). Faculty working 100% on research activities (from secured external funding) in the summer may request Dean’s approval to use non-sponsored project sources, such as a faculty member’s indirect account, to fund the remaining 10% of summer pay (salary + fringe benefits) for their research. Certain types of external funding, listed below, may be granted an exception to the 90% limitation. The amount of total salary paid per pay period during the summer should not exceed the academic year pay period rate and total summer salary (including all activities) must not exceed one third of the academic year base salary.

Faculty Section

Faculty Name: _____

Title: _____ Department: _____

Request to allow 100% Summer Pay to be charged to Externally Funded Research

I request an exception to allow 100% of my summer research salary to be charged to an externally funded source for the period 5/25/20____ through 8/24/20____ for the following reason:

- Active IPA agreement that commits 100% of my effort and is covered by the sponsor. Fund # _____
Active Fellowship that commits 100% of my effort and is covered by the sponsor. Fund # _____
Funding from GMUF that requires 100% summer effort. Fund # _____

Request to allow 10% Research Supplement to be charged to a Non-Sponsored Project Funding Source

I request an exception to allow the 10% not allocable to externally sponsored research to be funded on non-sponsored funding. In submitting this request I verify that 100% of my summer activity is committed to research activities.

3-Month Summer Salary Maximum: _____

90% (2.7 months) to be charged to externally funded projects: Salary _____ Fringe _____

10% (0.3 months) to be charged to other source: Salary _____ Fringe _____

Funding Plan Externally Sponsored (90%):

Table with 3 columns: Fund Number, Payroll dates of Summer Pay, Salary Amount. Contains 5 empty rows.

Funding Plan Non-Sponsored Funding Source (10%):

IND/Pool/GMUF Number	Payroll dates of Summer Pay	Salary Amount

Faculty Signature: _____

Date: _____

If the non-sponsored funding plan includes department Indirect/Pool or GMUF linked fund, additional approvals are needed.

Department Chair/GMUF PI Signature: _____

Date: _____

Dean's Office

I have reviewed the faculty member's funding plan and recommend approval of the request for exception.

Director of Finance: _____

Date: _____

I have reviewed the faculty member's funding plan and recommend approval of the request for exception.

Associate Dean for Research: _____

Date: _____

I approve the faculty member's request for exception to allow 100% summer salary for research related activities.

Dean College of Humanities and Social Sciences: _____

Date: _____