

Faculty Member: _____

Request to Exceed 85% of Three Months Summer Salary
(To be completed annually)

MEMORANDUM

TO: [Dean of College/School]

I understand that I may not use federal grants or contracts to provide myself with a paid vacation, and that I may be compensated from federal sources during the summer months (currently June, July, and August) only in direct proportion to the percentage of institutional effort expended in a typical month.

For the summer of _____, I request permission to charge three full months (100%) of summer salary to federal sources. I affirm that I will take no vacation during that time, and that I will devote the proper level of institutional effort only to the appropriate grant-or-contract supported work during all three summer months. I understand that federal regulations generally prohibit using federal funds to compensate individuals for time spent writing proposals and I do not intend to devote any of my effort to writing proposals.

[Faculty Signature]

Date

I approve the above request.

[Dean's Signature]

Date