



Research Administration

Faculty who wish to request more than 2.5 months of summer salary from sponsored projects must verify their compliance with guiding federal regulations and Temple policy regarding summer salary compensation, and under that policy must obtain explicit permission from his/her Dean.

Please submit this completed form to your Dean for approval. Departments must receive an approved copy of this form prior to processing the summer salary request and must maintain a copy of the form with the corresponding appointments records. Additionally a copy of the form must be presented to Research Accounting Services with request for the third month of summer salary.

Faculty Name _____ Department _____

I am requesting more the 2.5 months of summer pay for the upcoming summer form the sources listed on the attached for. I understand the policies and regulations regarding summer compensation, including those specifically noted below.

During the summer period for which I am requesting summer salary support I will be working full-time and will be performing work directly related to the sponsored projects that are providing summer compensation.

I will not be taking vacation during any of the weeks for which I will be receiving summer salary.

I understand if my summer plans change that I must request, at that time, a corresponding change to my summer compensation, including if my plans change so that I will not work actually work the amount of time I intended to on each activity/project.

I understand that I must certify per the University's effort certification procedures that I have actually worked on the sponsored research projects during the summer period for which I receive summer salary and for the amount of time for which I have been compensated.

Faculty Signature

Date

I agree to this request and understand that the faculty member must meet the associated regulatory and policy requirements. A copy of this approved form will be maintained by the department.

Dean Signature (this signature is not assignable)

Date