UNIVERSITY OF RICHMOND STAFF SUMMER RESEARCH STIPEND REQUEST

Staff Name: ___________________________  UR ID: ___________________________  Department: ___________________________

Index: _______  Acct: _______  Amount: _______  Grant Title __________________________

Index: _______  Acct: _______  Amount: _______  Grant Title __________________________

Index: _______  Acct: _______  Amount: _______  Grant Title __________________________

*Stipend Amount Only – Do Not Include Fringe Amount

Will the staff member travel outside the US to perform any of this work?  Yes or No (please circle answer)

Total Amount of Pay: _____________  Number of Weeks Working: ____________  Hourly Rate _____________

Starting Work Date: ____________  Ending Work Date: ____________  Estimated Hours per Week: __________

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Staff paid from grant funds must enter their hours worked in Banner Web Time Entry (WTE). Hours worked must be submitted in WTE by the published deadlines. Staff will receive an email reminder to submit hours to the Payroll Office. Please enter name of Web Time approver and proxy for this staff member. The approver and proxy must have first-hand knowledge of work being performed. Typically, the PI should be the approver and the proxy should be another faculty member, Post Doc, or Lab Manager. **Admins cannot approve time.**

Approver_________________________________________  Proxy_________________________________________

Principal Investigator Signature  Date  Grants Accounting Manager Signature  Date

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Accounting Office Use Only  Fringe Charge allowed on grant yes ______  no ______  Fringe Rate ______

Additional fringe charge to  Index  Account  yes ______  no ______  Added to fringe spreadsheet

Please return this form to James Fitchett, Grants Accounting Manager, in the Grants Accounting Office by email, jfitchet@richmond.edu