



UNIVERSITY OF RICHMOND
FOUNDED 1830

UNIVERSITY OF RICHMOND **STUDENT** SUMMER RESEARCH STIPEND REQUEST

Student Name: _____ UR ID: _____ Department: _____

Index: _____ Acct: _____ Amount: _____ Grant Agency/Title _____

Index: _____ Acct: _____ Amount: _____ Grant Agency/Title _____

Index: _____ Acct: _____ Amount: _____ Grant Agency/Title _____

**Stipend Amount Only – Do Not Include Fringe Amount*

Total Amount of Pay: _____ Number of Weeks Working: _____ Number of Bi-weekly Pay Periods: _____

Amount Per Pay Period: _____ *If Odd Number of Weeks Working, Amount for LAST Pay Period (1) Week: _____

Starting Work Date: _____ Ending Work Date: _____ Hours per Week: _____

**Please check the approximate pay periods that most closely match the time periods worked:*

Pay Period	Pay Date		Pay Period	Pay Date
04/29/12 - 05/12/12	05/18/12	()	06/24/12 - 07/07/12	07/13/12 ()
05/13/12 - 05/26/12	06/01/12	()	07/08/12 - 07/21/12	07/27/12 ()
05/27/12 - 06/09/12	06/15/12	()	07/22/12 - 08/04/12	08/10/12 ()
06/10/12 - 06/23/12	06/29/12	()	08/05/12 - 08/18/12	08/24/12 ()

Principal Investigator Signature

Date

Grants Accounting Manager Signature

Date

Paychecks in the summer have FICA taxes withheld. Students paid from grant funds must record their required work hours weekly and sign their student logs weekly. The student log must be verified and signed by the PI before returning it to the Grants Accounting Manager when the summer research work is complete. Note: Grant funds pay students and international students for summer research work based on the required work hours which are not to exceed 40 hours per week during the 10 weeks of summer research.

Accounting Office Use Only	Fringe Charge allowed on grant	yes _____	no _____	Fringe Amount _____	Index _____
Account _____	Year End Adjustment _____	End of Summer Adjustment _____			

Return this form to the Grants Accounting Manager - Robert Plymale in the Controller's Office by campus mail or fax to 287-6080.

