



## UNIVERSITY OF RICHMOND **FACULTY** SUMMER SALARY REQUEST

<b>Full Name</b>	<b>UR ID</b>	<b>Department</b>
<b>Are you a part-time University Employee?</b> <b>Yes</b> <b>No</b>		

*Enter index, account, and amount of summer salary to be charged to your grant(s). Do not include fringe. Per the Uniform Guidance, payroll can not be disbursed prior to effort being expended. Please check all boxes that apply to the summer months you will be working on the grant(s) below.*

<b>INDEX</b>		<i>MONTH WORKED</i>	<i>PAY DATE</i>	<i>MONTHLY AMOUNT</i>
<b>ACCT</b>		<b>JUNE 2018</b>	→ <b>JUNE 29</b>	
<b>TOTAL AMOUNT</b>		<b>JULY 2018</b>	→ <b>AUGUST 01</b>	
<b>GRANT AGENCY/TITLE</b>		<b>AUGUST 2018</b>	→ <b>AUGUST 30</b>	

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*In accordance with the requirements of the Uniform Guidance 200.430 (h) (2) the document which provides the guidelines for sponsored activities for educational institutions, salaries for sponsored agreements must produce a proportionate distribution of charges for the employees' activities. I understand that this grant will pay me approximately \_\_\_\_\_% of my salary in the 18/19 fiscal year, and I certify that I will spend at least that percentage of my time on this grant.*

<b>Principal Investigator Signature</b>	<b>Date</b>	<b>Grants Accounting Office Signature</b>	<b>Date</b>
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*Return the completed form via email to [grants@richmond.edu](mailto:grants@richmond.edu), or click Submit Button. **Submit by May 31, 2018***