

UK College of Engineering

2025 Summer Salary Request Form

To be completed if charging summer salary to sponsored awards or internal accounts.

Name: _____

Guidelines on Summer Salary Charged to Sponsored Awards

Salary charged to a sponsored project during the summer period must correspond to effort expended on that specific sponsored project within the same summer appointment period. This may include salary for activities contributing and directly related to work under an agreement, such as conducting research, writing articles, and progress reports, attending research-related conferences, developing and maintaining protocols, and holding project meetings with students and collaborators. Salary for activities unrelated to the sponsored project or conducted during the academic year cannot be charged to the award.

I understand the above guidelines for summer salary charged to sponsored awards.

May – Indicate percent effort on awards up to max of 100%, with 100% = 1/2 month salary (1/18 of 9 month salary)

Grant Account #	Project Title	% of Effort Over Period	Activity

June – Indicate percent effort on awards up to max of 100%, with 100% = 1 month salary (1/9 of 9 month salary)

Grant Account #	Project Title	% of Effort Over Period	Activity

July – Indicate percent effort on awards up to max of 100%, with 100% = 1 month salary (1/9 of 9 month salary)

Grant Account #	Project Title	% of Effort Over Period	Activity

August – Indicate percent effort on awards up to max of 100%, with 100% = 1/2 month salary (1/18 of 9 month salary)

Grant Account #	Project Title	% of Effort Over Period	Activity

Faculty Signature

Date

Department Chair/Director Signature

Date

PI Signature (If Not Faculty Above)

Date

College Grants Officer

Date