

**FACULTY SUMMER SALARY REQUEST FORM (For faculty on 9 month contracts)**

**Name:** \_\_\_\_\_  
Last First MI

**Department:** \_\_\_\_\_

Summer Salary Calculation

Current Academic Year (AY) salary \$ \_\_\_\_\_  
 One Month Rate (4 weeks)= AY/9 \_\_\_\_\_  
 One Week Rate = Monthly Rate/4 \_\_\_\_\_  
 2.5 month summer salary maximum allowed \_\_\_\_\_  
 for all summer work = monthly rate \*2.5 \_\_\_\_\_

**SUMMER SALARY CERTIFICATION**

**During the 12-week summer period from May 15, 2017 to August 11, 2017, I will devote the equivalent of \_\_\_\_\_ weeks or months to work supported by NKU initiatives and/or sponsored projects including but not limited to grants, summer courses, summer fellowship, etc. My effort (and resulting payment) will be allocated as follows:**

Total Anticipated Summer Salary Including Grant Salary				
Name of External Sponsor or University Department	Grant Number & Grant Cost Center or Department Cost Center	\$ Amount	# of Weeks/ Months	Description & Dates of Summer Teaching/Project(s)/Program Activities/Grant(s)–both internally and externally funded

I attest that only activities related directly to the research project (such as research, writing progress reports, attending research-related conferences and/or holding research meetings) will be charged to a grant project. I attest that non-related activities (including, but not limited to, preparing/submitting competitive proposals, non-sponsor-related research, vacations, attending department/school faculty meetings, teaching, teaching preparation, administrative work, university service, and attending non-sponsor-related conferences) will not be charged to grant projects. I attest that I understand the summer salary limits and that the above detail of my planned activities is listed to the best of my knowledge at this time. If at a later date my summer plans change, I will complete a new request form. Further, I understand that I will need to follow normal procedures and file a time & effort report following the summer term.

**Signatures**

Faculty Member: _____	Date: _____
PI(s): _____	Date: _____
Chair/Division Chief: _____	Date: _____
Dean: _____	Date: _____
Provost: _____	Date: _____

**After the Fact Summer Time Certification**

Faculty Member: _____	Date: _____
PI(s)/Chair: _____	Date: _____