**Commitment of Summer Effort Form for 9-Month Faculty**

**Refer to the Policy on Faculty Summer Salary polices (100% Sponsored Supported and/or Partial Sponsor Supported)**

**Faculty Name: Dept: Year:**

9-month faculty who are requesting 2 months (2/9ths) for NSF grants or 2.5 months for other grants or less of summer salary 100% supported by sponsored awards do not require special approval from the Provost's Office.

9-month faculty use this form for two situations:

* When a faculty member plans to work a full 3 summer months on 100% sponsored research to certify no vacation time will be taken
* When a faculty member works 100% effort on sponsored grant work then 100% effort on non-sponsored work at different periods of time
	+ For example, June and July effort is 100% grant effort and August effort is 100% non-sponsored contract work

You must gather all signatures below before the summer session begins, attach this document to your Additional Compensation For Existing Employee Form, and return them to the Finance Office Attn: Steve Timm for review and approval.

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|   | **Summer Term - Teaching** | **Sponsor Funded Research** | **Administrative Stipend** |
| **Month** | **General Ledger Account** | **Rate** | **Effort** | **General Ledger Account** | **Salary Amt** | **Effort** | **General Ledger Account** | **Salary Amt** | **Effort** |
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# Total Summer Term Teaching Payments:

# Total Sponsor Funded Payments: Employee Signature Date Total Administrative Stipend Payments:

**Total Summer Payments: Supervisor Signature Date**

**Dean or Vice President Signature Date**

**Provost Signature Date**