

MEMORANDUM

TO: Ted Rippey
Summer Coordinator

FROM: **Project Director/Principal Investigator**

DATE: _____

To prepare a 2021 summer contract covering your research grant funded from outside sources or projects other than teaching, please submit the following information:

Name	_____
BGID	_____
Rank	_____
Full-time/Adjunct	_____
AY Base salary	_____
Monthly salary	_____
Dept/School	_____
Granting Agency	_____
Fund#	_____
Grant#	_____
Grant <u>work</u> dates <u>(must be actual dates, not "one month")</u>	_____ (must fall between 5/26/21 and 8/20/21)
Percentage of time worked in Summer devoted exclusively to this project for period listed above:	_____
	(100% is full time 5/26-8/20; 33% is full time for one month)
Summer Salary for grant	\$ _____ \$ _____

Our office will need the same information to prepare contracts for other faculty involved under your grant. Please return all forms by **April 5, 2021** to **Connie Allison**. Your cooperation is greatly appreciated.

Project Director/Principal Investigator Name

Project Director/Principal Investigator Signature

Chair/Director Name

Chair/Director Signature