

## JUNIOR FACULTY SUMMER RESEARCH GRANT ELECTION FORM

Name \_\_\_\_\_

EmpID# \_\_\_\_\_

Dept \_\_\_\_\_

Academic Resources will provide for new employees

The Junior Faculty Summer Research Grant is for Associate or Assistant professors hired without tenure. This is a one-time support of \$5,000 that is to be used in the first summer of the new faculty member's academic year.

It is required that you make a written election of how you would like to receive these grant funds. This election form must be returned to the Vice Provost of Academic Resources office (Hurley Administration building office 370) by 5 pm on August 31<sup>st</sup>. **If you fail to return this election form by the specified due date the Dean/Department head will be sent the election form to approve the default election of summer salary.**

IRS regulations provide that once you have made an election, you may not revoke it. If you chooses to deposit the funds into the departmental chartstring it is understood that any purchases made from operating expenses are subject to University policies and require supervisor approval at the time of expense.

As with any income tax matter, please contact your personal tax advisor if you have questions.

### I elect:

Deposit all grant funds into departmental chartstring for Operating Expenses

Pay all grant funds as Summer Salary

Pay a portion as Operating Expense and the remaining as Summer Salary

(Enter percentages below - must equal 100%)

\_\_\_\_\_ % to summer salary \_\_\_\_\_ % to departmental chartstring for operating expenses

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

Academic Resources office use only:

If portion is elected for summer salary, approval from the Dean or Department head must be obtained prior to payment.

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date