TO:                  Director’s Name, Director of Admin Services

FROM:             PI’s Name

DATE:              DATE

CC:                  Office Manager’s Name, Unit Grant Administrator’s Name

SUBJECT: FACULTY SALARY SAVING FOR TERM & YEAR

I am writing to request approval to save a portion of my TERM & YEAR salary. I have allocated 12% of my time to the following research project(s). This translates into a salary savings of approximately $10,000 for seven research project(s). I am requesting that this salary savings be used in the following manner:

* I should be paid approximately $4,000 (amount includes salary and fringe) during TERM & YEAR.
* My Graduate Research Assistant should be allocated approximately $5,000. $3,000 for salary and fringe, and $2,000 for tuition for TERM & YEAR
* $1,000 for one computer and research supplies
* $1,000 for travel related expenses

The following accounts should be charged to come up with the approximately $10,000 salary savings:

|  |  |  |
| --- | --- | --- |
| Project  Number | Title | Amount |
| P000000 | ENTER Title of Project | $0 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | ENTER TOTAL $ |

I agree to this salary savings plan for PI’s NAME for TERM & YEAR. Please sign and date below to confirm your agreement.

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Dept. Head/Director’s Name DATE Director of Admin Services Name DATE