

**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 work dates \_\_\_\_\_

(must be actual dates, not "one month") (must fall between 5/20/20 and 8/14/20)

Percentage of time worked in  
Summer devoted exclusively to  
this project for period listed above: \_\_\_\_\_

(100% is full time 5/20-8/14; 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