

MEMORANDUM

TO: Dale Klopfer
Summer Coordinator

FROM: **Project Director/Principal Investigator**

DATE: _____

To prepare a 2022 summer contract covering your research grant funded from outside sources or projects other than teaching, please submit the following information:

Name _____

BG ID _____

Rank _____

Full-time/Adjunct _____

AY Base salary _____

Monthly salary = AY / 9 _____

Dept/School _____
#1 #2

Grant/Funding Source _____

Fund# _____

Grant/Project# _____

Grant work dates _____
(must fall between 5/16/22 and 8/5/22)*

***must be actual dates, not "one month"**

Percentage of time worked in
Summer devoted exclusively to
this grant for period listed above: _____
(100% is full time 5/16-8/5; 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 1, 2022** to **Trish Channels**.

Project Director/Principal Investigator Name

Project Director/Principal Investigator Signature

Chair/Director Name

Chair/Director Signature