

## *Faculty Summer Salary Request*

Please charge summer salary to my sponsored research and/or salary recovery funds during the summer of 20\_\_ as indicated below. I understand and agree to comply with the University policy on supplemental employment (*Cornell University Faculty Handbook*, Seventh Edition, 2002, page 40), that states:

Faculty members who teach during the summer session and/or work on sponsored research may receive up to maximum of three months' summer salary, if prior approval is given by the respective deans, [chairs, or directors]. The normal maximum period for charging summer salaries to sponsored research projects at Cornell is two and one-half months, on a [semi-monthly] basis. All compensation for summer employment at Cornell must be for time spent during the officially designated summer period.

During this period of time, I will be actively engaged in:

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Acct #	Months
Total # of	

<b>Office use only</b>	
Amount	%

Accounting office: \_\_\_\_\_

Signature/Date

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR/CHAIR APPROVAL

\_\_\_\_\_  
DATE

(Required only if more than 2 ½ months of summer salary requested)