



AMHERST COLLEGE

Grant Summer Research Compensation Request

Employee Information

Name: _____

Department: _____

Payment Information

Please check off the month(s) that you will be working and fill in the requested information for each month. If you are being paid from multiple grants please attach an additional sheet that lists the month to be paid, project number, percent of effort, and amount to be paid. If your academic year base salary for the upcoming year is not yet determined, please leave the payment amount blank and this will be calculated when the base salary has been determined.

June

Project Number: _____

Percent of Effort: _____

Payment Amount: _____

July

Project Number: _____

Percent of Effort: _____

Payment Amount: _____

August

Project Number: _____

Percent of Effort: _____

Payment Amount: _____

TIAA-CREF Contributions

Does the grant provide for TIAA-CREF College contributions?

yes no

TIAA-CREF contributions are generally provided as long as the grant budget originally included this benefit and the funding agency allows this benefit. If checking yes, regulations require that TIAA-CREF contributions be made according to plan rules. Questions regarding plan rules should be directed to the Human Resources Office, x2372.

Grant Summer Research Compensation Guidelines

Maximum compensation for summer effort of 100% is 2/9^{ths} of annual academic year salary and only if funds are available and specifically budgeted for this summer. If summer salary was not included in the original grant budget for this summer, you may need to get approval from the funding agency prior to submitting this form. Please contact the Grant Analyst at x2804 for assistance in submitting the request to the funding agency. Time and Effort reports must be submitted in September to provide an after-the-fact certification of your work during the summer.

Research summer compensation may be paid during the months of June, July and August. It will be included in your regular monthly payroll check. Federal and State taxes will be calculated using the exemptions on the current form W-4 in your file. All requests for summer salary should be returned to the Grant Analyst in the Controller's Office by the 10th of the first month that you are requesting summer salary in (i.e. return form by June 10th if first payment will be made in June payroll). Forms that are received after the deadline will be processed in the following month's payroll. Please note that grant summer research compensation requests will be reviewed by the Dean of the Faculty's Office before payment is processed.

Employee Signature: _____

Date: _____

To be completed by the Controller's Office:

Compensation included in original budget at indicated level of effort or approval has been received from the funder

Completed by: _____ Date: _____