

Date:

To: Dean Konopelski

Re: **Participation in the Faculty Salary Research Exchange Program**

Dear Joe,

I am writing to request participation in the Faculty Salary Research Exchange as detailed below. I understand that this program does not release me from teaching and/or service duties; and that I will complete a full complement of course offerings and service commitments to the department, the campus, and my profession.

I would like to participate for the upcoming _____ quarter(s), and I

(i.e., Fall 2014, Winter 2015)

would like to exchange _____% of my monthly academic year salary.

I would like to cover this cost with the following funds:

_____ %

____ Award Number XXXX-XXXXXX

_____ %

Award Number XXXX-XXXXXX

The combined effort requested from these awards equals _____%. I understand that the salary charged directly to each award represents my percentage of effort committed to the project during the academic year.

Sincerely, _____
(Signature)

Name: _____
(Enter your name)

Title: _____

Department: _____

Research Analyst Approval: _____ Date _____

Cost Share: Y/N Course Buyout: Y/N

Department Chair Approval: _____ Date _____

Dean Approval: _____ Date _____

cc: Maureen Mclean - Director of Resource Planning & Management