



TO: Department Chair
Dean

FROM: _____

SUBJECT: **Three-Month Summer Salary Request**

DATE:

I am requesting **Three-Month Summer Salary**. I have met my academic obligations to the University during the _____ Academic year and I do not plan to take a vacation during the summer.

Research Foundation Account(s): Project _____ Task _____ Award _____

State Funds: _____

Stony Brook Foundation Accounts(s): _____

Other – specify: _____

Academic approvals:

Chair _____ Date _____

Dean _____ Date _____

National Science Foundation (NSF) limits salary compensation to two months of regular salary in any one year from all NSF-funded grants.

Once approved, this form should be attached to the RF Employee Appointment or Change form and submitted to RF Payroll , Human Resource Services, 390 Administration Bldg, Zip=0751