

Request for Extension of Research-Extended Appointment
revised 7/14/09, Office of the Senior Vice President and Provost

This form should be used to request an extension of an academic year (AY) faculty, who is already appointed to a 10-, 11-, or 12-month contract. The faculty member must continue to provide assurance of funding to cover the full cost of salary plus full fringe benefits for the one, two, or three additional months of the proposed appointment. The source of such funds must be sponsored grants and contracts (excluding indirect or overhead) in accordance with Policy No. 6200, Rev. 3, *Policy on Research Extended Appointments*.

The requirement for sufficient sponsored funding to support the additional month or months of salary and fringe benefits may be met by sponsored-salary charges **any time** during the appointment period (August 10 – August 9, for example); not just during the summer. Because other university responsibilities, vacation, participation in conferences, and other non-project related work may occur during the summer months, faculty members should always have a portion of their time charged to a non-federally funded source, rather than charge summer salary at 100% to sponsored projects. Some salary charges to sponsored projects may take place during the academic year (August 10 – May 9). In all cases, salary charges should reflect **actual** effort related to the project.

This signed request should be accompanied by a letter of support and documentation of funding from the department head and should be submitted by August 10th for the subsequent summer. A P3A will also be required if the appointment length is changing (i.e. from 10-month to 11-month).

I am requesting:

- (1) to **continue** my current appointment as (mark one option below), or
- (2) to **change** my current appointment to (mark one option below).
- 10-month appointment (August 10-June 9) (Base AY salary x 1.11111)
- 11-month appointment (August 10-July 9) (Base AY salary x 1.22222)
- 12-month appointment (August 10-August 9) (Base AY salary x 1.33333)

Name:

Virginia Tech ID #:

Department name and #:

Current AY salary:

Converted salary:

Effective date:

Source of funding (name of project and fund #):

I certify that sponsored funding is available for: 1 year, or 2 years.

Faculty Signature

Date

Approvals:

Department Head's Signature

Date

Dean's Signature

Date

Senior Vice President and Provost's Signature

Date