

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

This form should be used to request conversion of an academic year (AY) appointment to a 10-, 11-, or 12-month contract. The faculty member must 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).

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 P3A and a letter of support and justification from the department head and should be submitted by December 15<sup>th</sup> to be effective for the following summer, if there is only one summer of funding available. If funding for multiple summers is available, you may submit this request any time up to April 25<sup>th</sup>.

I hereby request that my academic year (AY) faculty position be converted to a research-extended appointment under the conditions described below. This conversion is requested pursuant to the stipulations in Policy No. 6200, Rev. 3, *Policy on Research Extended Appointments*. 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.  
(Research extended appointments may be renewed with documentation of funding.)

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**Approvals:**

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Vice President and Provost's Signature

\_\_\_\_\_  
Date