

## Academic Year Salary Recovery Form AY 2019 - 2020

- Use this form to
  - Claim recovery funds from 60/10/30 Academic Year Salary Recovery supported by external grants, and/or
  - Arrange for 5% of AY base salary recovered from sponsored projects to be used towards summer effort.
- **Recovery funds are distributed at the end of first semester (December 31) of the following academic year, after salary is recovered on ECAS personnel budget and identified on the externally funded project(s).**
- This form does **not** make the necessary change in payroll distribution required to channel salary funds from externally funded projects into faculty payroll. **In order to change payroll distribution and claim funds from the externally funded project, the Principal Investigator or appropriate administrative personnel must contact ECASHR to request a HRAF change.**
- Submit completed form to Connie Copeland, [ccope01@emory.edu](mailto:ccope01@emory.edu).
- **Deadline: 5:00 PM, Friday, September 25, 2020.**

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Faculty Name: \_\_\_\_\_ Department: \_\_\_\_\_

Department Teaching Load:    1    2    3    4    Number of Course Releases: \_\_\_\_\_

**In which program(s) do you want to participate?** *(Contribution to an unrestricted research account)*  
*(Salary posted to UTBGs and summer salary are excluded)*

**60/10/30 Academic Year Salary Recovery** *(claim recovery on salary paid in AY preceding submission deadline)*

Grant SpeedType <small>(10 Characters)</small>	Project ID # <small>(8 Characters)</small>	Total (\$) salary charged

**5% for 3 of 9** *(bank 5% of AY (9-month) base salary for 3 months during September – May in the AY preceding submission deadline)*  
*\* used only when 100% summer salary is expected for June, July and August since a grant can pay only 95% during any summer month. Note: if faculty appropriately charged 3 months of AYS salary to a grant, during the 3 summer months, the 5% banked funds can then be charged to the E&G; funds will not be distributed to the faculty or department speedtype.*

Grant SpeedType <small>(10 Characters)</small>	Project ID # <small>(8 Characters)</small>	Total (\$) salary charged	Academic Month <small>(Sep-May)</small>

**Distribution Information** *(There is no return on the portion of recovery applied to fringe benefits)*

Faculty research speedtype to receive recovery funds	
Department speedtype to receive recovery funds	

**Faculty Investigator**

**Department Chair**

\_\_\_\_\_  
Signature (required)                      Date

\_\_\_\_\_  
Signature (required)                      Date

*Please note: Calculations are not binding until approved by the ECAS Finance Office. Recovery rates are subject to change for future fiscal years.*