

Academic Year Salary Recovery Form FY 2025

Deadline: Friday, October 31, 2025, 11:59 PM (ET),

How to Use this form to:

Claim recovery funds from 60/10/30 Academic Year Salary Recovery Program (AYSR) supported by external grants.

Document that a faculty member in your department has participated in the "5% for 3 of 9" program,

How to Confirm AY Salary Recovery Eligibility:

To determine if you have academic year salary funds available from a grant, you will need to **contact your department administrator**. Your administrator will advise on whether funds can be moved from the external grant to support Academic Year Salary Recovery (AYSR).

Important Notes:

Recovery funds will be distributed in January 2026, once salary recovery has been confirmed and identified on the externally funded project(s).

This form does not update payroll distributions. For more information on payroll distributions, please contact ECAS Human Resources.

Please note: If a faculty member in your department has participated in the "5% for 3 of 9" program, that effort is separate and not processed through this form. The **ORFS office does not administer this recovery effort**. Please get with your department administrator regarding questions or details about the 5% for 3 of 9 program.

Faculty Name:

Department:

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

**Course release may affect whether a member of your faculty will be eligible to receive salary recovery.*

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)

Award SpeedType (10 Characters)	Salary paid

Award SpeedType (10 Characters)	Salary paid

☐ **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.

Award SpeedType (10 Characters)	Salary paid

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Distribution Information (Jointly appointed faculty may list speedtypes for each of their ECAS departments and departmental funds will be equally split. Only one department chair need sign the form).

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

Faculty Speedtype to receive funds

ECAS Department Speedtype to receive Funds

If Joint Appointment, other ECAS Department Speed type to receive Funds

Faculty Investigator

Department Chair

Signature (required)

Date

Signature (required)

Date