

Academic Year Salary Recovery

Request Form | ECAS · ORFS

ACADEMIC YEAR OF SALARY CLAIMED *

1 Confirm funds

Ask your department administrator if AY salary can move from the grant to AYSR.

2 Complete the form

Select your department and courses released; eligibility calculates for you.

3 Sign & submit

Faculty and one department chair sign. Submit to ORFS by the annual published deadline.

1 Faculty & Department

Faculty Name *

Email *

Department (Program/Institute) *

Select department

Joint Appointment Department (if any)

N/A

2 Course-Release Eligibility

Calculates automatically from your department · course release may affect eligibility for salary recovery

Courses Released / Dropped *

Select

Required Load

Eligibility Result

Select department

Note: Eligibility shown here addresses the course-release rule only. Other AYSR requirements in the current program guidance still apply to determine faculty eligibility for salary recovery.

3 Program Participation

Contribution to an unrestricted research account · salary posted to UTBGs and summer salary excluded

☐ 60/10/30 Academic Year Salary Recovery

Claim recovery on salary paid in the AY preceding the annual submission deadline.

Award SpeedType (10 char.)

Salary Paid (\$)

Award SpeedType (10 char.)

Salary Paid (\$)

Total 60/10/30 Salary Paid

4 5% for 3 of 9

Documentation only · not administered by ORFS

☐ I participated in 5% for 3 of 9

Banks 5% of AY (9-month) base salary for 3 months (Sept–May) in the AY preceding the deadline. Use only when 100% summer salary is expected for June–Aug (grants pay max 95% per summer month). Banked funds are charged to E&G, not distributed to faculty or department SpeedTypes. Questions: your department administrator.

Award SpeedType (10 char.)

Salary Paid (\$)

Award SpeedType (10 char.)

Salary Paid (\$)

Total 5% for 3 of 9 Salary Paid

5 Distribution of 60/10/30 Funds

No return on the portion of recovery applied to fringe benefits

Faculty SpeedType *

ECAS Department SpeedType *

Joint Appt. Dept. SpeedType (if any)

Joint appointments: list a SpeedType for each ECAS department; departmental funds are split equally. Only one department chair needs to sign.

6 Certification & Signatures

Both signatures required

Faculty Investigator Signature *

Printed Name *

Date *

Department Chair Signature *

Printed Name *

Date *

7 Department Administrator

Confirms AY salary availability and whether funds can move from the grant to AYSR

Administrator Name *

Title

Email *

☐ I confirm academic-year salary funds are available and can be moved from the externally funded project(s) to AYSR. *

Important notes

- Recovery funds are distributed once salary recovery is confirmed and identified on the externally funded project(s).
- This form does not update payroll distributions. For payroll distribution questions, contact ECAS Human Resources.
- 5% for 3 of 9 is separate from 60/10/30 and is not processed or administered by ORFS; it is listed here for documentation only.