Academic Year Salary Recovery

Request Form | Completed by the Department Administrator | ECAS · ORFS

ACADEMIC YEAR OF SALARY CLAIMED *

1 Confirm funds
Confirm the faculty member's AY salary on the grant(s) can move to AYSR.

2 Complete the form
Enter faculty, department, and award details; eligibility calculates automatically.

3 Sign & submit
Obtain faculty and one dept. chair signature; submit to ORFS by the published deadline.

1 Faculty & Department

Faculty Name *

Email *

Department (Division) *
Select department

Joint Appointment Department (if any)
N/A

2 Course-Release Eligibility

Calculates automatically from the faculty member's 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

☐ **Faculty 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.

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

Faculty and department chair signatures required

Faculty Investigator Signature * | Printed Name * | Date *

Department Chair Signature * | Printed Name * | Date *

7 Department Administrator (Form Preparer)

Completes this form and confirms AY salary availability

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.
- Faculty with questions about AYSR should contact their department administrator. 5% for 3 of 9 is separate and not administered by ORFS.