

Academic Year Salary Recovery Form AY 2023 - 2024

- 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 will be distributed in January 2025, after confirming salary was 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 orfs@emory.edu
- **Deadline: 5:00 PM, Friday, November 22, 2024**

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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)*

Award SpeedType <small>(10 Characters)</small>	Salary paid

Award SpeedType <small>(10 Characters)</small>	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 <small>(10 Characters)</small>	Salary paid

Award SpeedType <small>(10 Characters)</small>	Salary paid

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