DIVISION OF BIOLOGY & MEDICINE
20__ FACULTY NON-AY SALARY SUPPLEMENTATION

NAME: _____ **DEPT:** <please select or type department name>

1. **Do you plan summer/Non-AY supplementation of your AY base salary from grants?** ☐ Yes ☐ No

2. **What professional activities do you plan to engage in during the Non-AY?**
   a.) Research Yes ☐ No ☐
   b.) Grant Writing Yes ☐ No ☐
   c.) Chair or Graduate Program Director (Administration) Yes ☐ No ☐
   d.) Departmental/university service committees, IRB, IACUC or other research committees Yes ☐ No ☐
   e.) Teaching Yes ☐ No ☐
   (A list of allowable research activities can be found on the **BMRA webpage (Unallowable Activities)**

3. **Do you plan on taking vacation? If a vacation is planned during the Non-AY, indicate an appropriate PRG account in order to receive 100% Non-AY compensation.**
   Yes ☐ No ☐

Month:	Month #1	Month #2	**Percent effort to be distributed to PRG**	
			Month #1	Month #2
Number of vacation Days:	0	0		
Number of working days:	23	21	0.0%	0.0%

4. **Indicate sources and estimated effort for your planned activities below. Grant effort cannot be greater than 95%.**
   ***Attach Non-AY Salary Costing Allocation Template for any PI over NIH Cap. The template can be found here.**

Account	Non-AY month #1 Effort	Non-AY month #2 Effort	Notes
	0.00%	0.00%	
	0.00%	0.00%	
	0.00%	0.00%	
	0.00%	0.00%	
	0.00%	0.00%	
	0.00%	0.00%	
	0.00%	0.00%	
	0.00%	0.00%	
	0.00%	0.00%	
Total Effort	0.00%	0.00%	

Division expectation is that the department manager ensures all funds are available. Biomed Finance will be performing quality checks.
I attest my planned Non-AY effort is reasonable and only activities directly related to the research project(s) such as research, writing progress reports, attending research-related conferences and/or holding research meetings will be charged to grant funds and there are sufficient funds in the sources above.

_____ _____
Faculty Signature *Date*

_____ _____
Department Chair/Center Director *Date*

_____ _____
Senior Associate Dean for the Program in Biology *Date*
(Needed for Chair Non-AY effort, in absence of Chair for faculty member)

Plans with greater than 95% Non-AY effort proposed require an approved Non-AY Work Plan