Salary Match Documentation Form

(signatures indicate approval of proposed salary match for grant proposal)

Grant name or Index Code: _____

Matching Department name or Index Code: _____

_____	_____	_____
Faculty Member (faculty name printed)	signature	date
_____	_____	_____
Department Head (printed)	signature	date
_____	_____	_____
Dean (printed)	signature	date
_____	_____	_____
Vice President for Academic Affairs (printed)	signature	date

Grant duration (proposed): work begins:_____ work ends _____

Proposed salary match over the grant duration: **$**_____

Note: Salary match is based on the portion of professional salary not associated with one's full-time teaching obligation. This includes departmental expectations in areas of scholarly activity and service (as appropriate to the grant) as well as "release time" from normal teaching loads. The lower portion of this form is to indicate whether the match is based on release time, departmental expectations, or both. Furthermore, if this grant is funded, the Faculty Member must file a monthly Time and Effort Report for the duration of the grant or until the match is satisfied to document time spent on this grant.

I. Is a portion of the Faculty Member's **salary already committed for match** on another grant overlapping the duration of this proposal?: If yes, attach a copy of the **"SALARY MATCH DOCUMENTATION FORM"** relative to all other obligations. If no, continue.

II. Faculty Member's current base salary: $_____(circle one: 9-month, 12-month, other_____)

NOTE: Nine-month salaries cover approximately 1,560 work hours; whereas, 12-month salaries cover 2,080 hours.

III. Match based on departmental annual evaluation weighting:

Planned annual evaluation weighting: Teaching ____ Scholarship ____ Service ____ Administration _____
(must total 100%) (60-80%) (10-30%) (10-30%) (50-100%)

Year	Term	Evaluation Weight Category	Percentage of Weight to be matched	Benefits*
	Spring			
	Fall			

V. Match used towards Summer Pay:

		Salary Calculations				
Year	Term	Flat Rate	Benefits*	Base Pay	Percentage of Base Pay to be used as Match	Amount for Matching
	Summer I					
	Summer II					
*Please note that fringe benefit calculations will be provided by the Budget Office. Please call 479-964-0821						