Summer Salary Support Work Plan

This work plan provides high-level documentation of the nature of research work occurring over the summer that will generate summer salary **not** covered by sponsored-project funds and described in an associated sponsored project workplan. This includes summer salary funded by salary release, start-up funds, gift accounts, MGR, and endowment monies. RIF accounts may not be used for summer salary. The Work Plan also documents approval of the proposed effort by the Department Head/School Director/ADR as appropriate.

Faculty Member Name:	**Request Date:** _____
Project Title: Ongoing title or please provide a new title if the work is not associated with any ongoing project	Dates of proposed work: _____ _____

Proposed Source of Funds

Complete the Summer Work Plan Distribution Worksheet. The Worksheet should include the Cost Centers and/or IOs being charged for the Supplemental payment.

Project Purpose and Anticipated Outcomes

Please provide 1 to 3 short bullets for each:

Purpose of work (e.g., "Generate additional data needed for preliminary studies section of upcoming grant application." "Create new conceptual model for stress vulnerability and health outcomes in women." "Develop scoping review of adverse childhood experiences and TBI in adulthood ." etc.)

Anticipated outcomes (e.g., "Estimate reference curves and complete untargeted metabolomics on 100 urine samples." "Review relevant literature and create directed acyclic graph." "Produce first draft and circulate to co-authors.")

Approval	
I approve of the above work plan:	_____ *(name) Department Head, School Director, or ADR* _____ *(signature)* ***no proxy signatures permitted*** _____ *(title)* _____ *(date)*

Summer Work Plan Distribution Sheet

Enter Research Supplement I distributions below. Include a description of the CC or IO being charged for the effort as written in the Summer Work Plan.

CC/IO	Description	May	June	July	August