

Request for Extension of Calendar-Year Research Conversion

This form should be used to request an extension of a calendar-year research conversion. Such conversions are predicated on year-round duties and a consistent history of generating summer salary from research grants and contracts. The signed request should be accompanied by a letter of support and justification from the Department Head.

I hereby request that my calendar-year research appointment continue under the conditions described below. This conversion is requested and continued pursuant to the stipulations in Policy No. 6200, *Policy and Procedures for Calendar-Year Research Conversions*.

Name of Faculty _____

Department _____

Initial CY Conversion Date _____

Salary Conversion Factor (1.222 to 1.333 only) _____

Converted CY Salary _____ AY-Equivalent Salary _____

Source of Funds for Continuation (Sponsors and/or FRS accounts. Attach documentation of sponsored program funding since initial conversion and projections for the duration of the requested conversion)

End date of approved CY-research conversion period: _____
(By this date, must have additional extension approved or reconvert to AY if sponsored funds not available; AY conversions must be effective August 10th of the year.)

Faculty Signature

Date

Approvals:

Department Head

Date

College Dean

Date

Provost

Date