

Sponsored Programs Accounting

Plan of Work Summer

To be completed if charging >90% effort to sponsored projects and submitted with Summer Salary EAF.



Rochester Institute of Technology
Sponsored Programs Accounting
(USC) 87-2440

I, , am requesting _____ (% effort) summer salary for the summer session (May 16 - August 15) on the sponsored project(s) detailed below.

I understand only allowable activities directly related to my sponsored award(s) (such as research, writing progress reports, attending research-related conferences and/or holding project meetings) can be charged to the project(s).

I understand that unallowable activities (including, but not limited to, preparing/submitting competitive proposals, non-sponsor-related research, vacations, attending department faculty meetings, teaching, teaching preparation, administrative work, university service, and attending non-sponsor-related conferences) cannot be charged to sponsored projects.

Below I detail my plan of the activities for the summer session for which I intend to charge >90% of my effort to sponsored project(s).

Please indicate for each project the percentage of effort to be expended and the major activities that will occur; e.g., NSF Project 30123 - 15% effort working on experiments with post doc.

An example:

Project #:	Abbreviated Project Title:	% of Effort:	Activities:
30123	NIRCAM	15.00 %	Work with post doc on experiments

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TOTAL % of Effort:

Must equal >90%

The above detail of my planned activities is listed to the best of my knowledge at this time. If the proposed allocation of effort is not consistent with the actual allocation of effort I will revise my summer salary payment request to reflect the actual percentage of effort expended. Furthermore, I understand that I will need to follow normal procedures and certify an effort report following the end of the summer session.

Faculty Member Signature

Date: _____

I have reviewed and discussed this plan of work with the faculty member and consider it to be accurate and reasonable to the best of my knowledge at this time.

Print Department Head/Director's Name

Signature: _____

Date: _____

Print Dean's Name

Signature: _____

Date: _____

Ryne Raffaele, Vice President for Research

Signature: _____

Date: _____

Toby Stroud, Exec. Director Sponsored Programs Accounting

Signature: _____

Date: _____