

**Summer Research Form  
Use for 9 Month Faculty Only  
May and June Only**

Faculty Name:	Contact Name:
Faculty Banner ID:	Contact Phone:
Rank/Title:	eClass:
Department:	Position Number:
Org:	Suffix:

**Description of Work to be Performed:**

Institutional Base Salary*	Academic Year	Monthly Rate (Base Salary/9 mos)
Rate 1 (May and June)	2024/2025	

\*For the definition of Institutional Base Salary see:  
<https://oap.unm.edu/faculty/compensation/institutional-base-salary/index.html>. Revisions to the academic year contract will not result in revisions to summer research payments.

I request approval for the following summer research. I certify that this work is in accordance with the summer research procedure and is allowable by the grant/contract account indicated below. I have completed or will complete the work as indicated and understand that payment will be made after the period of work indicated below. I further certify that I have declared to the appropriate department administrators all other summer compensation I may be receiving for [research/instruction and/or administrative work], and that my total summer compensation from all sources will not exceed any policy limits on summer compensation, e.g., 1.25 FTE.

Maximum Allowable Payment Schedule		
May (10 Days)	0.625 Rate 1	
June (21 Days)	Rate 1	
<b>Total for May and June 2025 Research Period</b>		

\_\_\_\_\_  
**Employee Signature** \_\_\_\_\_  
**Date**

**Requested Summer Research Payments**

Period of Work	Payment Amount	FCSO Only Payroll ID/Date Processed	Payroll Only Date Paid
May 2025			
June 2025			

**Labor Distribution**

Index	Restricted?	Percentage	Pay Period Start Date	Pay Period End Date	Index	Restricted?	Percentage	Pay Period Start Date	Pay Period End Date

\_\_\_\_\_  
Department Chair Date  
(Not required if submitted via EPAF)

\_\_\_\_\_  
Authorized Signature for Index Date  
(Not required if submitted via EPAF)

\_\_\_\_\_  
Dean Date  
(Not required if submitted via EPAF)

\_\_\_\_\_  
Financial Services (Restricted Only) Date  
(Not required if submitted via EPAF)