EAST TENNESSEE STATE UNIVERSITY
OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Request for Additional Pay on Sponsored Projects
(for use in requesting Summer compensation and/or intra-institutional consulting fees on sponsored projects)

Name: ___________________________________________ E #: ____________________
Department: ____________________________ Position: ____________________________
Project Title: ____________________________________________

Role on Project: ____________________________________________
ORSPA #: ____________________________________________

Check appropriate compensation type:
☐ Summer Compensation ☐ Intra-Institutional Compensation
☐ % effort * Must meet requirements of A-21
( 1 month = ~33% for Summer only)
☐ Amount $ > Amount $

Charge to Banner Index: ____________________________ Account Code: __________

Benefits source: (select one)
☐ Total includes benefits: The amount listed on the form is the total amount that will affect the budget.
Gross wages are usually LESS THAN this amount.
☐ Fund will pay benefits: The amount that will affect the budget will be greater than the listed amount.
Employee receives this amount as gross wages.

Dates work was performed: (Work must be completed prior to payment being made)
Start date: ____________________________ End date: ____________________________

Work performed (attach documentation*):

________________________________________
________________________________________

Employee signature: ____________________________ Date: ____________________________

APPROVALS:
Awarded PI: ____________________________ Date: ____________________________
Chair: ____________________________ Date: ____________________________
Dean: ____________________________ Date: ____________________________
ORSPA: ____________________________ Date: ____________________________
Grant Accounting: ____________________________ Date: ____________________________

(Grant Account use only) Org: ____________________________ Program: ____________________________

* Per the ETSU Policy on Personnel Compensation on Sponsored Projects, additional compensation paid from sponsored projects must be described and budgeted in the funded proposal and the compensation explicitly allowed by the sponsor. Attach original awarded budget and/or documentation from sponsor with your request.