

## REQUEST FOR ROYALTY PAYMENT

NAME \_\_\_\_\_

SCHOOL/PROGRAM \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

Royalty payment structure: Grants up to \$1,000, 10% of grant award, not to exceed \$75. For grants \$1001-\$5,000, 7.5% of grant award, not to exceed \$375. For grants greater than \$5,000, 7.5% of grant award, not to exceed \$1000.

AMOUNT OF GRANT AWARD \_\_\_\_\_ AMOUNT BEING REQUESTED \_\_\_\_\_

PAYABLE TO WHO \_\_\_\_\_

DID YOU RECEIVE RELEASE TIME TO COMPLETE THE GRANT? \_\_\_\_\_

AMOUNT OF TIME SPENT ON GRANT? \_\_\_\_\_

WERE YOU PAID A STIPEND FOR PROPOSAL DEVELOPMENT? \_\_\_\_\_

WILL YOU BE PAID AN ADDITIONAL FEE TO IMPLEMENT THE PROPOSAL? \_\_\_\_\_

WERE YOU DIRECTED TO WRITE THE PROPOSAL AS PART OF OTHER ASSIGNED DUTIES? \_\_\_\_\_

GRANT NUMBER (IF APPLICABLE) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ATTACH A COPY OF THE NOTIFICATION LETTER REGARDING YOUR SUCCESSFUL PROPOSAL TO THIS FORM.

SEND THIS FORM TO DARCY ROBERTS AT HUGHES WITHIN 10 DAYS OF RECEIVING NOTIFICATION OF A SUCCESSFUL PROPOSAL. QUESTIONS- CALL 323-4068

A COPY OF YOUR SUCCESSFUL GRANT NOTIFICATION LETTER AND GRANT BUDGET MUST ALSO BE SENT TO THE ACCOUNTING DEPARTMENT.

IF THIS GRANT INVOLVES PAID STAFF TRAINING, PLEASE USE TIMESHEETS TO DOCUMENT FOR PAYMENT