



University of
Connecticut

CANR REQUEST FOR RETURN OF RECOVERED SALARY

College of Agriculture & Natural Resources faculty members may request return of recovered salary costs at the time of **award** using this form. Subject to approval by the Department or Unit Head and the Dean on a case-by-case basis, fifty percent (50%) of that portion of the salary (fringe benefits cannot be returned) recovered from the grantor will be returned to the faculty member's program. This policy does not apply to special legislative earmarks, grants and contracts that prohibit the charging of faculty salaries, or situations where faculty members are using their recovered salary to buyout teaching time.

Once this form has been completed and signed by both the faculty member and the department or unit head, this form should be submitted to the CANR Grants Office for processing. The grants office staff will obtain the Dean's signature and then send the original form back to the appropriate departmental office for execution. A copy of the approved form will be provided to the CANR business office and kept on file in the grants office.

Name of Faculty Member
Requesting Salary Return

Department

PI Name (if different
from above)

Sponsor Name

Project Title

% of Research/Extension Time [Acad. Year] for
which Salary will be Recovered

Number of Years Salary will be Recovered

Current Annual Salary

Estimated Dollar Amount of
Salary to be Recovered

Sponsor Award #

Date of Award
(MM/DD/YY)

Start Date of Project
(MM/DD/YY)

End Date of Project
(MM/DD/YY)

SIGNATURES

Signature of Faculty Member

Date Signed
(MM/DD/YY)

Signature of Department or Unit Head

Date Signed
(MM/DD/YY)

Signature of the Dean

Date Signed
(MM/DD/YY)

Distribution: Department or Unit Head
CANR Grants Office
CANR Business Office