

Dear

Date

This letter is regarding the School of Engineering "Faculty Payments from Salary Release Funds incentive policy, which is found at:

I would like to exercise the policy using funds from the following project(s) where I am serving as the Principal Investigator (PI):

Project ID	Project Name	Active Range	Total Budget	Remaining Budget	Contribution to Bonus
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Verified:

- This (these) project(s) contain key personnel salary that is (are) eligible to be used: to support my salary during the 9-month academic year.
- I will continue to meet all financial obligations and responsibilities required by this grant.
- Additionally, I will continue to meet all of my regular academic responsibilities during the period.
- Therefore, I am requesting a bonus payment of \_\_\_\_\_, 1 month of my academic salary ( \_\_\_\_\_ ), and 10% of which is for the department ( \_\_\_\_\_ )

My allocated annual research expenditures are near or above \$250,000 based on these resources:

Project ID	Project Name	Active Range	Total Budget	Remaining Budget
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Thank you for considering this request. Please let me know if I can provide any additional information.

Sincerely,

Faculty Signature                      Date

Chair Signature                      Date

- Approved
- Denied

Dean Signature                      Date

- Approved
- Denied