REQUEST FOR ANNUAL FUNDING DISTRIBUTION
Fiscal Year XXXX

Before the start of each fiscal year (July 1), you may request permission from the Department Chair or Director to use all or a portion of the annual flexible funding for salary supplement.

1. These funds may be used in part or whole to pay yourself salary. Please note that such funding is at the discretion and approval of the Department Chair/Director or Dean. The funds will be placed in an appropriate chartfield combination for this purpose. Any funding from your yearly allocation requested as salary must be taken by the end of the summer of that fiscal year end (i.e. end of August XXXX for FY XX-XX). Salary cannot be deferred to future years (i.e. future summer ninths) because of federal tax liability law. Any funds not expended by the end of August of the fiscal year end in which they were awarded will be placed in a research account. These funds may then only be used for research purposes as outlined below.

2. Alternatively these funds may be used in part or whole to support your research. The funds will be placed in an appropriate project/grant for this purpose. When used in this manner, the funds can provide expense reimbursement for any legitimate research expense, such as travel, books, equipment, etc., and are subject to University guidelines for appropriate use of the account (see http://www.provost.umich.edu/reports/discretionary/policy_statement.html). Please note that all items, including books, purchased with University of Michigan funds from a faculty member’s research support account remain the property of the University. You may also use these funds to hire a GSRA or a postdoc, but if you do so, the associated taxes and benefit costs must come from your research fund.

I would like to request that my flexible funding be distributed as follows (please check one option):

- 100% for research support
- 100% for use as personal salary *

Administrative Differential: $ ______________ taken over ___________ months
Summer Salary: taken over ___________ months

- Split between personal salary* and research as follows (indicate dollars):

Administrative Differential: $ ______________ taken over ___________ months
Summer Salary: taken over ___________ months
Research: $ ______________

Once you have committed to a distribution of the year’s funding between salary and research the distribution can only be altered for future years’ allocations. Funds committed to research in a current year cannot be taken as salary in subsequent years (deferred income).

Signature: ______________________________ Date Signed: ______________
Printed Name: ______________________________

A maximum of 2/9ths can be taken in the summer. If you do not complete this form, your funds will be placed in a research account for the year.