

This form should be used to request conversion of an academic year (AY) appointment to a 10-, 11-, or 12-month contract. The faculty member must provide assurance of funding to cover the full cost of salary plus full fringe benefits for the one, two, or three additional months of the proposed appointment. The source of such funds must be sponsored grants and contracts (excluding indirect or overhead).

The requirement for sufficient sponsored funding to support the additional month or months of salary and fringe benefits may be met by sponsored-salary charges **any time** during the appointment period (August 10 – August 9), not just during the summer. Because other university responsibilities, vacation, participation in conferences, and other non-project related work may occur during the summer months, faculty members should always have a portion of their time charged to a non-federally funded source, rather than charge summer salary at 100% to sponsored projects. Some salary charges to sponsored projects may take place during the academic year (August 10 – May 9). In all cases, salary charges should reflect **actual** effort related to the project.

This signed request should be accompanied by a P3AF and should be submitted to the Provost's Office ([facultyaffairs@vt.edu](mailto:facultyaffairs@vt.edu)) by August 10 to be effective the following summer. In situations where the faculty receive sponsored funding after August 10, the documentation must be provided to the Provost's Office by the following **March 10** to be effective for the upcoming summer. If the sponsored funding should not be sufficient to cover the summer commitment, it will be the responsibility of the department to cover the shortfall with indirect/overhead until August 10, when the appointment can be converted back to a level consistent with the availability of sponsored funding.

I hereby request that my academic year (AY) faculty position be converted to a research-extended appointment under the conditions described below. This conversion is requested pursuant to the stipulations in Policy No. 6200, *Policy on Research Extended Appointments*. Mark one option below:

- 10-month appointment (August 10-June 9) (Base AY salary x 1.11111)
- 11-month appointment (August 10-July 9) (Base AY salary x 1.22222)
- 12-month appointment (August 10-August 9) (Base AY salary x 1.33333)

**Name:** \_\_\_\_\_

**Last 4 digits of Virginia Tech ID Number:** \_\_\_\_\_

**Department name and #:** \_\_\_\_\_

**Current AY Salary:** \_\_\_\_\_

**Converted Salary:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Source of funding  
(name of project and fund #):** \_\_\_\_\_

I certify that sponsored funding is available for:  1 year, or  2 years.  
(Research extended appointments may be renewed with documentation of funding.)

\_\_\_\_\_  
Faculty signature \_\_\_\_\_  
Date

**Approvals:**

\_\_\_\_\_  
Department Head signature \_\_\_\_\_  
*Confirms departmental support and documentation of funding available for this appointment* Date

\_\_\_\_\_  
Dean signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Vice President and Provost signature \_\_\_\_\_  
Date