

Escalation Questionnaire for Prior Year Request for Summer Salary Payment

Instructions: Complete all required fields and attach this form, along with any necessary supporting documents, to your submitted Summer Salary request.

Justification for Late Submission

Reason for Late Submission

Explain why this request was not submitted within the approved deadlines for Summer Salary Payment. (Attach additional pages if necessary.)

Funding Verification

Supporting Documentation

Attach substantiating proof that funds were active and available for the requested late summer salary period.

☐ Documentation attached

Effort Reporting Compliance (PPFM Review)

(Required if Summer Salary Payment has already been certified for a prior reporting period)

Faculty Statement on Discrepancy

If the Summer Salary Payment was previously certified, explain the discrepancy and how it will be corrected in the amended Effort Report.

Certifications

Research Administrator Certification

(RA Signature required for requests involving GNT, CNT, NBA)

By signing below, I confirm that I have reviewed this request and verified that the funding source can cover the Late Summer Salary Payment in compliance with sponsor reporting requirements.

RA Name: _____

RA Signature: _____ **Date:** _____

School Finance Office Certification

(School Financial Office representative signature required for all other projects, including start-up fund requests)

By signing below, I confirm that I have reviewed this request and verified that the funding source can cover the Late Summer Salary Payment and compliance with any funding limitations.

School Finance Office Representative Name: _____

Signature: _____ **Date:** _____

Final Review and Determination

Controller/VC CFO Decision

☐ **Approved**

☐ **Declined**

Rationale:

Controller/VC CFO Name: _____

Signature: _____ **Date:** _____