

# Faculty Academic Incentive Program (FASIP) for Sponsored Awards

## Request Form for Participation

### Guidance on when this form should be completed

Tenure-track or tenured FAS/SEAS faculty members may request to direct charge academic year salary to sponsored awards through FASIP. Eligible faculty are able to charge **up to three months** of their academic year salary (9-month academic appointment under object code 6010 or 6020) to eligible sponsored awards. Faculty that participate in FASIP will receive 33% of the salary and associated benefits paid by the sponsor and the funds will be placed in a designated FAS/SEAS research fund for future use. For additional information about this program, please click [here](#).

### Complete the request form

*Form Instructions: If after reviewing the FASIP policy it is determined that this form should be completed, please answer all of the following questions below. Be sure to include details. If you have any questions about completing this form, please contact: Christyne Anderson at [Christyne\\_Anderson@harvard.edu](mailto:Christyne_Anderson@harvard.edu)*

#### A. General information

1. Name of person this request is being initiated by:
2. Faculty name:
3. Faculty HUID:
4. Fiscal year:
5. Department:
6. Is this faculty member tenured or currently in a tenure-track position?      Yes                      No

#### B. Direct Charging Academic year salary request information

1. What is the 33-digit account string of the sponsored project you are requesting to direct charge academic year salary?
2. How many months of academic year salary is being requested to direct charge to sponsored awards?
3. During which months of this fiscal year will academic year salary be direct charged to sponsored awards?

July	August	September	October	November	December
January	February	March	April	May	June

4. Is there a sufficient balance to direct charge academic year salary to this sponsored award? *Please consider salary, fringe and indirect costs before answering.*                      Yes                      No

#### C. Effort Commitment information

1. For this fiscal year, how many months of effort has this faculty member committed to sponsors?
2. Please include the months requested for supplemental salary and direct charge through FASIP. For example, if you requested 3 months of supplemental salary and the faculty is requesting 1 month to direct charge through FASIP, the number you should enter is 4. (If using SPECTRA, see Effort Commitment section of SPECTRA)

#### D. Additional information (if applicable)

1. Please include additional information regarding the faculty's effort on research if relevant to this request.