



# Texas A&M International University

## Summer Research Compensation Request Form

This form **MUST** be completed and submitted to the Office of Budget, Payroll, & Fiscal Analysis **PRIOR** to the start date of the research activity. If summer research pay was included in the employee's offer letter, please attach a copy of the letter to this request.

### Part I - Employee Information and Summer Research Information

|  |                        |
|--|------------------------|
| Employee Name (Print):   | Employee UIN:          |
| Payroll Term*:<br>*Select the option that best aligns with the period faculty will perform the research. These dates will be used to process payment in Workday. |                        |
| Total Payment Amount:  | Costing Allocation(s): |
| Description of Research Parameters/Conditions for Payment:   |                        |

### Part II - TAMIU Summer Research Compensation Approval

Only wet or Adobe Digital Signatures will be accepted.

|   |                 |            |
|---|-----------------|------------|
| <b>Employee:</b> _____  | Signature _____ | Date _____ |
| <b>Department Chair:</b> _____                                | Signature _____ | Date _____ |
| <b>College Dean:</b> _____                                    | Signature _____ | Date _____ |
| <b>Provost:</b> _____   | Signature _____ | Date _____ |
| <b>Grants &amp; Contracts (grant accounts only):</b> _____    | Signature _____ | Date _____ |
| <b>Office of Budget, Payroll &amp; Fiscal Analysis:</b> _____ | Signature _____ | Date _____ |

|                              |  |                                     |
|------------------------------|--|-------------------------------------|
| <b>Required Information:</b> | <b>Submit To:</b>  | <b>For Payroll Office Use Only:</b> |
| Preparer's Name: _____       | <b>Office of Budget, Payroll, and Fiscal Analysis</b><br>KLM 435                                     | Date Rec'd at BPFA : _____          |
| Preparer's Ext: _____        | <b>For Assistance:</b><br><a href="mailto:budgetandpayroll@tamiu.edu">budgetandpayroll@tamiu.edu</a> | Date Sent to HR: _____              |
| Department: _____            | (956) 326-2377 or (956) 326-2369   | Add. Info: _____                    |
| Acct Owner/Grant PI: _____   |  |                                     |