Harvard T. H. Chan School of Public Health

Request for Exemption from SPH Faculty Salary on 10% Non-Sponsored Funds

This form should be completed for each faculty member when the department chair wishes to request an exemption or an adjustment to the SPH guideline on **FACULTY SALARY ALLOCATIONS** that states a minimum of 10% of salary is to be allocated to non-sponsored funds.

Department Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Org #\_\_\_\_\_\_\_\_\_\_\_

Faculty Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicable period: FY to FY

Charging this individual’s salary less than 10% to non-sponsored sources of funds is appropriate because her/his activities at Harvard T. H. Chan School of Public Health do not include the following: (or there are unusual circumstances as described below)

1. Proposal preparation
2. Advising students
3. Academic and administrative work on behalf of the School
4. Teaching

Unusual Circumstances:

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Appropriate percent non-sponsored is: \*

Signatures: Date:

Faculty Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office of Financial Services\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send to Judy Lo, 90 Smith Street, 2nd Floor, for funding requests.

\* This form should be updated annually or when ever circumstances change.