

JUNIOR FACUTLY SUMMER RESEARCH GRANT

Associate or Assistant Professors hired without tenure are eligible for the Junior Faculty Summer Research Grant. This is a **one-time** award of five thousand dollars issued to the associate or assistant professor in their first summer.

Those receiving this one-time summer support are notified in their initial offer letters. At the time of offer the eligible faculty members will receive a Junior Faculty Summer Research Grant Election Form. ***The faculty member must elect how they would like to receive the funds from this grant prior to the beginning of the fiscal year.*** As such, all eligible faculty hired to begin 9/1/2018 must make this election prior to 9/1/2018; this election applies to the summer months of June through August of 2019. Funds can be received as summer salary, other operating expenses, or combination of both. To comply with IRS guidelines on taxable income, this election is irrevocable and the form must be returned to the Academic Resources office by 5:00 pm on August 31st or preceding business day if August 31st is on a weekend or holiday. If the form is not returned prior to the start of the new academic year the default election will be made by the Dean/Department head as summer salary.

The junior faculty member may request through Academic Resources that the award be deferred until the second summer of their employment. The election will be made prior to the beginning of the second academic year. Funds will not be rolled forward for additional years. The expectation is for these funds to be applied to activities that will assist the new junior faculty member in their scholarly efforts at the University.

A master list of these faculty members is maintained in the office of Academic Resources. Once the election form is returned the faculty member may not change their election unless they choose to defer the payment to the next fiscal year. In this case the faculty member must complete the election form before the start of the next fiscal year.

The Academic Financial Officer will need to provide the department chartstring for the funds to be transferred only if operating expenses are elected. The funds will be transferred to that chartstring with the faculty member's project ID number. The departmental administrative personnel will need to complete a Chartfield Setup/Change Form to request a Faculty Project ID # prior to making this request. All salary funds will be allocated between state and local funds based on availability, however, the Academic Financial Officer will be notified prior to the end of the fall semester.

If the request to receive the funds as summer salary is approved by the Dean/Department head the department is responsible for creating the summer ePAR to pay these funds to the faculty member. All questions regarding deferment or payment of the Junior Faculty Summer Research Grant should be directed to Dilana.King@unt.edu.