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| Policy and Management Guidelines | **Cooperative Extension Service****Faculty Salary Funding Incentive Plan (FSFI) Approval Form**To be submitted with the grant or contract proposal | FINANCE-31110/11/2006 |
|  |  |  |
| Proposal Title: |       |
|  |  |
| Funding Agency: |       |
|  |  |
| Proposal Amount: |       | Date Submitted: |       |
|  |  |
| **Personnel to be covered under provisions of the Plan** |
|  |
|  | **Name** |  | **Total Salary Paid** |  | **% of current** |  | **Tentative Dates of** |
|  |  |  | **By this Grant/** |  | **Salary** |  | **Coverage** |
|  |  |  | **Contract** |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. |       |  |       |  |       |  |       |
| 2. |       |  |       |  |       |  |       |
| 3. |       |  |       |  |       |  |       |
| 4. |       |  |       |  |       |  |       |
|  |
| Includes faculty salaries in budget | [ ]  Yes [ ]  No |
|  |
| Facilities & Administrative (F & A/indirects) rates used: |
|  |
| 19% of Total Federal (23.456% of total direct) | [ ]   |
|  |  |
| 29% of Modified Total Direct | [ ]  |
|  |  |
| Other (Specify and attach justification) | [ ]  |
|  |
| Submitted: |       |  |       |
|  | Principal Investigator |  | Date |
|  |  |  |  |
| Approved: |       |  |       |
|  | Department/Unit Head; Section Leader; Staff Chair |  | Date |
|  |  |  |  |
| Approved: |       |  |       |
|  | Grants and Contract Manager |  | Date |
|  |  |  |  |
| Approved: |       |  |       |
|  | Grants Officer |  | Date |
|  |  |  |  |
| Approved: |       |  |       |
|  | Assistant Director – ANR/CED/4-H/FCS or District Director | Date |
|  |  |  |  |
| Approved: |       |  |       |
|  | Associate Director – Programs (if District/County Program) | Date |
|  |  |  |  |
| Approved: |       |  |       |
|  | Associate Vice President for Agriculture - Extension |  | Date |
|  |  |  |  |
| *Signed Copies of this form and the Internal Grant Approval Form (FINANCE-312) should be included in all internal copies of the grant application/grant when distributed.* |
|  |
| *Once all approvals have been signed, you should keep a copy for your records, and the original FINANCE-311 form should be retained by the Grants and Contract Manager in Financial Services for payment at the end of the year.* |
|  |
| For Financial Services Use Only: |
|  |
| Fund #: |       | Description: |       |  |
|  |