## RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK EXTRA SERVICE COMPENSATION APPROVAL FORM

Full Name				Title		
Department				Operating Location		
SUNY Empl	oyee 🔲 Researd	ch Foundation Emplo	oyee			
SERVICE PERF	ORMED FOR					
Department						
Will the extra so	ervice be paid from a	sponsored award?	Yes No			
If yes, list spon	sor:					
If yes, check ap	propriate sponsor typ	oe: 🔲 Federal	☐ Non-Federa	al .		
Please refer to	the Research Founda	tion policy Assigning	Extra Service fo	r additional restrictions	s on federally fund	led awards.
Dates Service v	will be performed	to				
	ription of services and vith the employee's re			n addition to individua	al's regular depart	mental load and does
Describe how	the work benefits the	sponsored project, o	or university if F	RF funded.		

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Institutional Base Salary (IBS):		Extra Service Amount:		% of IBS:	
Cumulative estimat	te for all extra service   r academic year (total	-		J	
payments and/or re	equests,including this	request):			
		sation will exceed 20% of will be approved on a cas			
Describe the circur	mstances that require	total compensation abov	ve 20%:		
<u>SIGNATURES</u>					
	, I certify that I have re	ead and understand the A	Assigning Extra Service F	olicy and the	extra service is in
compliance with		policy, including that wo			and has been approved in
accordance with	sponsor requiremen				
Employee Extra service wi	ll not interfere with p	orimary appointment.		Date	
	ent/Primary Supervis	or orimary appointment.		Date	
Extra Service wil	ii not interiere with p	omiary appointment.			
Extra Service De	epartment/Primary S	upervisor (if different)		Date	
Ensure extra ser	vice work will be cor	npleted.			
Pesearch Found	lation Operations Ma	anager or designee		Date	
nesearch i ound	action operations ma	mager or designee		Date	
			<del></del>		
Additional camp	ous signature if requ	ired Ti	itle	Date	
	vals required for a) Re requests exceeding 2	search Foundation Opera	ations Managers receivi	ng extra	
service and b) an	requests exceeding 2	0 70.			
Location Preside	ent or designee			Date	
Research Found	lation President or de	esignee	<del></del>	Date	

Date