

Faculty Achievement Award in Research (FAAR) Authorization Form – FY11

School of Medicine Campus End User Instructions -Associate Dean for Research and Faculty Affairs

FORM – Faculty Achievement Award in Research (FAAR) Authorization – FY11

Use: To provide information regarding the amounts awarded as part of the Faculty Achievement Award in Research Program.

The authorization form will be used to enter the award into the payroll system. The award is entered by employee name and identification number.

Access: Access the form via the Associate Dean for Research and Faculty Affairs website at <http://www.siumed.edu/adrfa/>. Adobe Reader software (Version 8.0 or higher) must be installed on your computer to allow you to access the form. If you do not have Adobe Reader software, go to the Adobe home page at <http://www.adobe.com> to download the software or contact your LAN administrator.

Instructions: Complete the form using the following instructions. Unless noted, all fields are **REQUIRED**.

Special Note: An Award cannot be made if the faculty member has not previously completed the FAAR Participation Form for FY11.

Employee Information Section: Provide information regarding the faculty member and their department.

Employee Name The name of the faculty member.

Employee ID Number The AIS HRMS identification number for the faculty member.

Eligible Award Amount The total eligible amount from the FAAR Report. The eligible award amount is not to exceed 20% of salary. The award is taxable to the individual employee in the calendar year that the payment was made. The payment is subject to the applicable deductions as other wage income, including SURS.

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Special Note: Eligible Award Amount

Amount from the Total Eligible Award column on the FAAR Report.

Tenure Department The tenure department of the faculty member.

Special Note: Tenure Department and Institute Percentages

The percentages entered below are essential for appropriate costing to the responsible units.

Payroll Percentage If the department field is completed, indicate the faculty member's percentage of appointment in the department for payroll purposes. This percentage, along with the costing table in the Costing Section, should be used to calculate the amount to be charged to the department and/or institute.

IDC Percentage If the department field is completed, indicate the faculty member's percentage of appointment in the department for IDC purposes. This percentage, along with the costing table in the Costing Section should be used to calculate the amount to be charged to the department and/or institute.

Institute The institute of the faculty member.

Payroll Percentage The faculty member's percentage of appointment in the institute for payroll purposes. This percentage, along with the costing table in the Costing Section should be used to calculate the amount to be charged to the department and/or institute.

IDC Percentage The faculty member's percentage of appointment in the institute for payroll purposes. This percentage, along with the costing table in the Costing Section should be used to calculate the amount to be charged to the department and/or institute.

Special Note: Institute Percentages

If the institute field is completed, then the percentage fields for the department and institute must also be completed for the payroll and IDC percentages. Both the payroll and IDC percentages must total to 100%.

Faculty Member Signature

The faculty member must sign the form.

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function for a budget purpose. The web site is located at: <http://somoracle.siumed.edu/AIS/ss/>.
Use option 3, Account Combination Lookup <AIS>.

| | |
|-----------------------------------|---|
| <i>Fund</i> | The fund that will be funding the award. |
| <i>Unit</i> | The unit that will be funding the award. |
| <i>Budget Purpose</i> | The budget purpose that will be funding the award. |
| <i>Budget Purpose Description</i> | The budget purpose description that will be funding the award. |
| <i>Dept Act 1 (Optional)</i> | The department activity 1 that will be funding the award. If no value is provided, the default value of '00000' will be assigned. |
| <i>Dept Act 2 (Optional)</i> | The department activity 2 that will be funding the award. If no value is provided; the default value of '00000' will be assigned. |
| <i>Function</i> | The function that will be funding the award. |
| <i>Nat Acct</i> | From the drop down list select the natural account that will be funding the award. <ul style="list-style-type: none">• 50000 (An account with a line item expenditure budget)• 60000 (An account with a pooled expenditure budget) |
| <i>Amount</i> | The amount to be funded. |

Approval Information Section: Acquire the necessary approvals.

| | |
|---|---|
| <i>Department Chair</i> | The signature of the department chair. |
| <i>Date</i> | The date the department chair signed the form. |
| <i>Assoc. Dean for Research and Faculty Affairs</i> | The signature of the Associate Dean for Research and Faculty Affairs. |
| <i>Date</i> | The date the Associate Dean for Research and Faculty Affairs signed the form. |

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Additional Approvals Information Section (as applicable): Acquire additional approvals as applicable.

Institute Director If the faculty member is associated with an institute, then the institute director must sign the form.

Date The date the institute director signed the form.

Dean and Provost If the faculty member receiving the award is the department chair, or an institute director, then the Dean and Provost must sign the form.

Date The date the Dean and Provost signed the form.

Special Notes: Consider the following:

- If applicable, it is the responsibility of the department to obtain the signature of the Institute Director.
- If applicable, the Associate Dean for Research and Faculty Affairs will obtain the signature of the Dean and Provost.

Due Dates:

| Item | Responsible Party | Action | Due Date |
|------|---|---|--|
| 1 | Office of Financial Affairs | Distribute final award form report to Fiscal Officers | September - after close of fiscal year |
| 2 | Faculty member and department chair | Completes, signs and forwards award form to Associate Dean for Research and Faculty Affairs | October 26 |
| 3 | Associate Dean for Research and Faculty Affairs | Submit forms to Payroll | November 7 |
| 4 | Payroll | Enter awards in AIS | December 1 |

Routing: The department completes and obtains the applicable department signatures. The form is then sent by the department to the Associate Dean for Research and Faculty Affairs, Mail Code 9616.