

## SUMMER GRANT INFORMATION FORM

Each summer the business office must gather information on stipends for students/faculty/students as well as housing for students. In order to most efficiently gather this information, we ask that this form is completed for each student worker as well as faculty member that will work on your grant during the summer months.

**Please note:** Summer housing will be provided for only those grants that have pre-approved matching funds. If you are unsure if housing has been pre-approved, please contact Carmesha Jemerson.

**Instructions:** You can complete this form directly or print it out and write in the information. Either way, the form must have an original signature and please submit the form by Wednesday, May 1<sup>st</sup>, 2019.

1. Full Name: \_\_\_\_\_ Is student a current or future RA? \_\_\_\_\_
2. Hendrix I.D: \_\_\_\_\_
3. Account Number with Project Code: \_\_\_\_\_
4. Does grant provide Hendrix Housing and student living on campus (\$850 match)? \_\_\_\_\_
5. Stipend Payment Option-check one (if on-line, double click the shaded box then the “checked, okay” option)
  - Submit timecards: Please contact Judy Sherrill if timecards will be submitted.
  - Receive set stipend payments: If set stipend, complete the following information:
    - a. List the total budgeted student stipend to be paid during the summer of 2019 (do not include FICA, only amount the stipend should be in total): \_\_\_\_\_
    - b. Check the STUDENT’S PAY DATES (total amount in (a) will be divided evenly through the corresponding checked pay dates):
      - 05/24/19, Student works May 9 - May 18 (if grant starts June 1, do not check this box)
      - 06/7/19, Student works May 19 - June 1 (if grant starts June 1, do not check this box)
      - 06/21/19 Student works June 2 – June 15
      - 07/5/19 Student works June 16 – June 29
      - 07/19/19, Student works June 30 – July 13
      - 08/2/19, Student works July 14 – July 27
      - 08/16/19 Student works July 28 – Aug 10
      - 08/30/19, Student works Aug 11 – Aug 26

**OR**

Check the FACULTY’S PAY DATES:

- a. List the total faculty stipend amount month during the summer of 2019: \_\_\_\_\_
- b. Check the FACULTY’S PAY DATES:
  - 06/27/19,  07/30/19,  08/29/19
- c. \*Check the CREF percentage (as agreed per contract, FICA will automatically be removed):
  - 4.5%,  8.5% \*not required

By signing this agreement you are agreeing to the terms above. Upon completion of this form please forward to Carmesha Jemerson in the Hendrix College Business Office by May 1<sup>st</sup>, 2019

\_\_\_\_\_  
Project Manager Name

\_\_\_\_\_  
Grant Name and Number

\_\_\_\_\_  
Project Manager Signature

\_\_\_\_\_  
Date