

SUMMER GRANT INFORMATION FORM

Each summer the business office must gather information on stipends for faculty/students as well as housing for students. To 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 Friday April 30th, 2021.

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 (\$900 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 2021 (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):
 - 05/21/21, Student works May 13 - May 15 (if grant starts June 1, do not check this box)
 - 06/04/21, Student works May 16 – May 29 (if grant starts June 1, do not check this box)
 - 06/18/21, Student works May 30 – June 12
 - 07/02/21, Student works June 13 – June 26
 - 07/16/21, Student works June 27 – July 10
 - 07/30/21, Student works July 11 – July 24
 - 08/13/21, Student works July 25 – Aug 7
 - 08/27/21, Student works Aug 8 – Aug 21

OR

Check the FACULTY’S PAY DATES:

- a. List the total faculty stipend amount during the summer of 2021: _____
- b. Check the FACULTY’S PAY DATES:
 - 06/29/21, 07/29/21, 08/30/21
- c. *Check the CREF percentage (as agreed per contract, FICA will automatically be removed):
 - 4.5%, 5.0%

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 April 30, 2021

Project Manager Name

Grant Name and Number

Project Manager Signature

Date