



**NEW YORK CITY**  
**COLLEGE OF TECHNOLOGY**  
 THE CITY UNIVERSITY OF NEW YORK  
 300 JAY STREET, BROOKLYN, NY 11201 -2983

**Office of Sponsored Programs Form**  
**Summer Salary 2025**

Please complete this form to receive summer salary payment(s) for conducting grant activities during the summer. Please email form and letters to [SponsoredPrograms@citytech.cuny.edu](mailto:SponsoredPrograms@citytech.cuny.edu)

Summer salary recipient: \_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Print name

Chairperson: \_\_\_\_\_  
 Signature

I attest that I will be working on grant activities for the dates indicated below. I have submitted a Multiple Position summer salary form to my department chair which includes summer salary from this/these grant funded project(s).

RF Project Number: \_\_\_\_\_

RF Project Number: \_\_\_\_\_

Principal Investigator (PI): \_\_\_\_\_

Principal Investigator (PI): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date	Salary Amount	Fringe %
June 1-15	\$ _____	\$ _____
June 16-30	\$ _____	\$ _____
July 1-15	\$ _____	\$ _____
July 16-31	\$ _____	\$ _____
August 1-15	\$ _____	\$ _____
August 16-31	\$ _____	\$ _____
Total salary \$ _____		
Total fringe \$ _____		
Total to charge grant \$ _____		

Entered  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Grants Office Use Only

Date	Salary Amount	Fringe %
June 1-15	\$ _____	\$ _____
June 16-30	\$ _____	\$ _____
July 1-15	\$ _____	\$ _____
July 16-31	\$ _____	\$ _____
August 1-15	\$ _____	\$ _____
August 16-31	\$ _____	\$ _____
Total salary \$ _____		
Total fringe \$ _____		
Total to charge grant \$ _____		

Entered  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Grants Office Use Only

Total salary June: \_\_\_\_\_  
 Total salary July: \_\_\_\_\_  
 Total salary August: \_\_\_\_\_

Total salary June: \_\_\_\_\_  
 Total salary July: \_\_\_\_\_  
 Total salary August: \_\_\_\_\_

**GRAND TOTAL \$ \_\_\_\_\_ = Salary \$ \_\_\_\_\_ + Fringe \$ \_\_\_\_\_**

The RF has instituted an online effort reporting system to certify summer salary. During the month of September the PI must log onto [rfcuny.org](http://rfcuny.org) and certify summer salary. OSP will send out reminders in September.

Encumbrance entered  
 \_\_\_\_\_  
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