

Over 90-day Salary Justification Form

Date: _____

Principal Investigator: _____

Department: _____

Fund/Org: _____ - _____ to _____ - _____

Fund/Org: _____ - _____ to _____ - _____

Fund/Org: _____ - _____ to _____ - _____

1.) Why was the original charge not made to the appropriate Fund?

2.) Why are these salary charges applicable to this Fund?

3.) Why is your request to move salaries to this Fund greater than 90 days? Please account for the entire time it is considered delinquent.

4.) What practice will you implement to avoid any future greater than 90-days salary reallocations?

ORA Post-Award PA Comments:

Principal Investigator (Signature): _____ Date: _____

Dean/Department Head (Signature): _____ Date: _____

Post-Award PA (Signature): _____ Date: _____

Over 90-day Salary Justification

This form should be used for the sole purpose of providing an over 90-day salary justification.

1.) Why was the original charge not made to the appropriate Fund?

In this section, please explain the reason why the original charge (salary) was not made to the appropriate Fund.

2.) Why are these salary charges applicable to this Fund?

In this section, please explain why this individual's salary/effort should be charged to this Fund.

3.) Why is your request to move salaries to this Fund greater than 90 days? Please account for the entire time it is considered delinquent.

In this section, please provide the reason why your request is delinquent. Explain what caused the delay.

4.) What practice will you implement to avoid any future greater than 90-days salary reallocations?

In this section, please explain what practices you will implement to avoid over 90-days salary reallocations.

ORA Post-Award PA Comments:

Please do not complete. This section is to be completed by your ORA Post-Award Program Administrator.

For additional information or assistance, please contact your ORA Post-Award Administrator:

<http://www.drexel.edu/research/administration/about/staff/>