**Notice of Extra Service Pay (ESP) for Participation in a Sponsored Program**

Date

Dear Supervisor,

Marian University recognizes the need for faculty and staff to be involved in research and other endeavors under sponsored programs. Such activities build upon the University’s mission, contribute to the quality of instruction provided to students, advance goals of the University, and enhance the University’s standing in the nation. The University also recognizes that under certain conditions these activities may be performed outside of, and in addition to, normal working assignments and responsibilities for which extra compensation may be warranted.

Description of services for which Extra Compensation will be received: Beginning in Fall 2023, I will be participating in… describe sponsored program and specific activities. Extra compensation in the amount of $XXX.XX will be received for my participation. The estimated time commitment is XX hours over XX time period.

As a temporary assignment with a stipend, no formal workload modification is requested or required. This form serves to notify you of my participation in this activity and the extra compensation I will receive.

Any questions or concerns should be sent to me, Miss Rachel Beltzhoover, Director of Sponsored Programs & Research, and Project PI name here.

Sincerely,

Name

Title / Role

Supervisor signature of acknowledgement and approval:

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