

FACULTY SALARY RESEARCH EXCHANGE PROGRAM (FSREP) REQUEST FORM

The Faculty Salary Research Exchange Program (FSREP) allows investigators to direct charge up to 50% of their academic year research effort to appropriate contracts and grants (allowable under sponsor guidelines), and use the salary savings generated from their ladder rank faculty position to create a discretionary research fund. Ladder rank faculty with joint appointments are permitted to participate in SPH's Program up to the full 50%.

- FSREP requests, both new adjustments, must be made in advance (i.e., retroactive requests and adjustments are not permitted by campus policy).
- Under FSREP, there is no release from teaching or service duties. Per policy, faculty are not eligible to participate in FSREP while on sabbatical.
- Complete forms electronically; handwritten forms will not be accepted.
- FSREP discretionary funding distribution will occur twice a year, following the fall semester and the spring semester.

Salary Information	Name:	Position Number:	Notes:	Salary MO: \$
				Annual: \$

Research Fund Information	FSREP Participation:									
	Start Date	End Date	Percent	Fund	Dept ID	Program	CF1	CF2	NIH CAP	RA Approval
Should be sponsored contracts grants, not discretionary funding (e.g., gifts, etc.)										

State funds cannot be used to supplement capped salary. These include funds 19900-19999, 18000-18199, 20501-20549, and 20556-20599.

CAP GAP	Start Date	End Date	Monthly Flat Rate	Fund	Dept ID	Program	CF1	CF2	RA Approval

PI's discretionary research account where salary savings should be transferred: _____ Dept ID: _____ CF2: _____

Next Step: RA route form to PI for approval.

PI's Approval	<i>I verify that the percent requested is allowable under sponsor guidelines and representing the percentage of my effort expended on this project(s). I understand that under FSREP, there is no release from teaching or service duties.</i>	
	Professor's signature	Date:

Next Step: RA route form to SPH Academic : Dsph_acad@berkeley.edu for decanal approval.

Dean's Approval	<i>This approval is with the understanding that your effort reporting in the online system is consistent with this FSREP request, and that the contracts/grants cited in your request have adequate resources to cover the salary requested.</i>	
	Dean's Signature	Date:

Next step: SPH Academic : Dreturns to RA (via Internal Funding Smartsheet) for processing in UCPath.