Name: _____________________________________________________________________

Project Number: _________________________ Sponsor Name: _____________________________________

**Justification for Payment:**
(Note: Faculty overload justification must address the following elements as defined in OMB Circular A-21)*

1. Describe in detail how the work is across departmental lines, or involves a separate or remote operation.
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

2. Describe in detail how the work is in addition to your regular departmental load.
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

PI/Supervisor Signature: __________________________________________ Date: __________

**Required Approval:**

Department Chair Signature: _______________________________________________ Date: __________

Dean Signature: _________________________________________________________ Date: __________

Academic Affairs Signature: _______________________________________________ Date: __________

**GCA Verification:**

108 form completed and attached □ Yes □ No

Activity crosses departmental lines □ Yes □ No

Activity is in addition to regular work assignment □ Yes □ No

Sponsor approval has been obtained □ Yes □ No

GCA Signature: ____________________________________________________________ Date: _________

RF Executive Director Signature: ______________________________________________ Date: _________

*Note for Faculty Supplemental Payments:

OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions. Overload payments must be specifically provided for in the agreement or approved in writing by the sponsoring agent.