

Office of Summer and Special Academic Programs
University of Virginia
P.O. Box 400161, Charlottesville, Virginia 22904-4161

CLAIMS FOR PAYMENT FOR DIRECTED RESEARCH AND INDEPENDENT STUDY

TO: Summer Chairs 2024 Summer Session (for distribution as indicated)

FROM: Dudley J. Doane, Director

DATE: Feb. 27, 2024

Please distribute a copy of this form to each member of the faculty in your department who may be entitled to claim payment for services provided to students registered for undergraduate independent study and/or for supervising an independent study in Summer Session 2024.

PLEASE NOTE – Payments to faculty are for supervising thesis /dissertation research or independent study only. Payment may **not** be made for **students enrolled as Nonresidents**.

1. Print a copy of the class roster for the independent study and/or directed research for which you are the instructor of record and attach the roster to this form.

2. Read carefully the following statement regarding eligibility before signing this form.

I certify that I am not on a twelve-month appointment or being paid for three months by a grant and that, with payment of this claim at the established rate of \$100 per semester hour for supervising a summer independent study my remuneration will not exceed one third of my wages for the academic session of 2023-2024.

3. Submit the completed form to department chair by August 9, 2024.

4. Have the summer chair send the completed form with his or her signature to the Office of Summer and Special Academic Programs, PO Box 400161, no later than **August 26, 2024**.

Faculty Signature: _____

Approved, Chair: _____

Print Name: _____

Department of: _____

Employee ID #: _____

Date: _____

Claims are due to the summer chair by August 9, 2024. The summer chairs must have all forms returned to the Office of Summer and Special Academic Programs by August 26, 2024. Unfortunately, late claims cannot be accepted. Payment will be directly deposited in early September. If further explanation is needed, please contact Katrina Hunter in the Office of Summer and Special Academic Programs at 924-6549.

Thank you for your help in making this a successful Summer Session.