**Request Letter Template for First-Time Participants**

# Date

LouAnn Woodward, M.D.

Vice Chancellor for Health Affairs

University of Mississippi Medical Center

2500 North State Street

Jackson, MS 39216-4505

**RE: Recommendation for Research Administrator Title and Commensurate Salary**

Dear Dr. Woodward:

I recommend that name of faculty member receive a salary of in the amount of $ as a result of the administrative duties related to the effort on name of grant(s) received from name of granting agency(ies) as well as his/her scholarship activities, recognition by peers, and high level of performance in other assigned duties . This salary represents a % increase to name of faculty member current institutional base salary. I certify that name of investigator has requested percent effort and amount of salary on the above-mentioned grant(s). I further certify that the current salary of name of investigator is supported by account numbers, and that this support is generated from state or departmental resources. The requested effective date for this appointment is start date. Name of faculty member will maintain satisfactory performance of assigned teaching, service, and administrative duties and maintain accurate time and effort sheets.

Yours sincerely,

Name

Professor and Chair

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Richard L. Summers, MD

 Associate Vice Chancellor for Research