



# Special Contribution Award Request

Special Contribution Awards are one-time cash awards that do not increase the base salary of employees. They are **not** related to the annual performance review process. They are typically given to recognize outstanding achievement above and beyond normal job requirements, for example work done on a special project. More than one award for the same achievement is not permitted, and these awards should not be given in lieu of a Merit Pay award. Written nominations may be submitted at any time to the Director of Human Resources and the amount of the nomination should not exceed \$5,000.00.

**Nominee:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Billing Account #:** \_\_\_\_\_

I am nominating the employee listed above for a Special Contribution Award based on the following information:

\_\_\_\_\_  
Supervisor's Signature / Date

\_\_\_\_\_  
Principal Investigator's Signature / Date  
*(if not the supervisor completing this form)*

**Funding Confirmed By:**

**Approved By:**

Contract & Grant Analyst	Date	Lisa Clark, HR Director	Date

Copy to Payroll

Original to HR