*Insert Date*

**MEMORANDUM**

**TO:** Dr. Jack G. Baldauf

 Vice President for Research

**THROUGH:** College Dean

**THROUGH:**  Department Head/Director

**FROM:** Principal Investigator/Supervisor

**SUBJECT:** Request for Equity Increase for {*Name-UIN*}

In accordance with University Rule(s) 31.01.01.M7 an equity increase is requested for …

Memo must include:

* Employee Name, Title, Title Code, PIN, Department
* Current and proposed monthly salary/hourly rate
* Percent increase of proposed rate
* Source of funding (account number with function code 15)
* Concise and factual justification statement including:
	+ a description of the inequity among others in the same title,
	+ if applicable, the reason the increase should not be delayed until the next budget cycle (making it effective on September 1)
* Proposed effective date

Attachment: *Optional,* report to show how salary is out of line with others in the department, college or campus

cc: Personnel File