**Research Associate Rate Change Request & Justification**

Date:

To: CALS Human Resources

From: <Name>

The <Center/Department/Unit Name> requests a rate change per the following information below:

Name:       Empl ID:

Current Salary:       Funding :

Proposed Base Adjustment:       Proposed Salary:

Proposed Effective Date:

Justification for rate change:

How might this impact salary equity in relation to other Research Associates in your lab?

If you have any questions, please contact       at <Phone and/or Email>.