

# Slot Conversion Request Form

This form is to be submitted to your program officer. Please allow at least five business days for approval. Once approved, the program officer will make the conversion in eGrants within 48 hours.

Conversion request must not increase the MSY awarded to the program. By completing this form, the program understands that in some cases, the total MSY may be less after the conversion is complete.

<b>Name of Program:</b>	
<b>Date of Request:</b>	
<b>Program Director:</b>	
<b>Reason for Conversion:</b>	

Use the calculator below to determine the number of MSYs.

MSY CALCULATOR – Requested Slots				
Slot Type	Min. Req. Number of Hours	MSY Value	Number of Slots	Total MSY
Full-Time	1700	1		
Three Quarter Time	1200	0.7		
Half-Time	900	0.5		
Reduced Half-Time	675	0.3809524		
Quarter-Time	450	0.26455027		
Minimum-Time	300	0.21164022		
Abbreviated-Time	100	0.0705474		
<b>TOTAL MEMBER SLOTS:</b>				
<b>TOTAL MSY:</b>				

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Director Signature

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
ServMO Staff Signature

By completing this form and budget modification in OnCorps, you understand that your cost per MSY may decrease to account for the smaller slot type.