



May, 2017

The following guidance is provided for faculty requesting summer month's salary (June, July, and/or August) from grants and sponsored programs:

1. Summer salary is strictly for uncompensated University summer months (June, July, August) and is paid through external support (grants and sponsored programs activity).
2. Faculty should consult the terms and conditions of their contracts prior to requesting summer salary.
3. If a faculty member is receiving summer salary through their regular University contract (for summer work related to administrative responsibilities or a special summer program or teaching), then grant-funded summer salary may need to be adjusted accordingly. If paid for more than 3 summer months, faculty will be required to reimburse the University. It is not possible to work more than 12 months for university responsibilities, including grant-funded work that is administered in whole or part through the university (such as payroll).
4. Summer salary is determined based on each faculty member's Institutional Base Salary (IBS-9 months academic year full-time).
5. One summer month of salary is calculated at 1/9 IBS.
6. Faculty are required to certify on the summer salary form (Grant Payroll Authorization Form) the months taken with summer salary, as well as the grant or sponsored project supporting the summer work.
7. (Pre-award) During grant submission, more than 2 summer months requires Chair/Director and Dean of Research permission.
8. (Post-award) Faculty should consult the terms and conditions of their awards prior to committing summer month effort as sponsors may have restrictions on summer salary.
9. For NSF grants, policy limits proposed support for senior personnel to no more than 2 summer months combined among any NSF grants.
10. Time & Effort must correspond to the summer months devoted to the grant project (i.e. 2 summer month's salary should be devoted exclusively to the grant which is funding it).