

# Summer Salary Guidance and FAQs COVID-19

Last Update: 04/26/2023

## Purpose

The intended purpose of this guidance is to provide insight into the considerations necessary to ensure that all 2023 summer salary being charged to extramural funds are being done so in accordance with funding agency requirements and internal policy and procedure.

## Background

A request for summer salary indicates a commitment to put the comparable effort on a particular project during the summer period, not the academic year. Consistent with sponsor requirements, salary commitments for sponsored projects conducted during the summer period (i.e., outside the academic year), **may be** budgeted on externally funded awards. No more than twelve months of total salary support (academic plus summer salary) will be approved in a twelve month period. Sponsor policies and any policies related to academic units will determine the number of months of summer salary that can be funded (e.g., some agencies only allow two months of summer salary support). Principal Investigators (PIs) are responsible for knowing and following both sponsors' policies, terms and conditions as well as institutional policies pertaining to summer salary and for initiating the process to pay salaries from external awards. Summer period activities that should not be charged to sponsored programs include, but are not limited to, the following: proposal writing, course preparation, writing letters of recommendation, committee work, and vacation or sick time.

## FAQs

- **How do remote work circumstances as presented impact new requests for summer salary?**

Summer pay is not guaranteed compensation and, as such, should only be requested for work actually being performed on-site or remotely that benefits the sponsored award. If specific work cannot be performed in accordance with the award, summer salary cannot be requested and cannot not be charged to the award.

If an individual has funding to support summer salary through sponsored projects and has the ability to perform work on the projects, then the person's summer salary may be charged to those sponsored projects over the summer.

All summer work performed by faculty, academic staff, and limited appointees requires prior approval by the individual's appointing unit and should be considered on a case by case basis.

- **When do my Summer Salary request have to be submitted?**

All 2023 Summer Salary requests must be submitted with all supporting documentation to Sponsored Program Accounting by August 30, 2023. Untimely submission of Summer Salary requests may result in non-compliance with established cost principles and will impact your ability to charge these expense to your grant. Received Summer Salary requests will be processed no earlier than April 16, 2023 to ensure the adequate timing and disbursement of requests.

- **Can I request 100% Effort be charged for the summer period?**

Faculty should not be requesting 100% effort during the entire summer period, with the recommended maximum effort in any given month capped at 95% to allow for unallowable activities which may include, but are not limited to, the following: proposal writing, course preparation, writing letters of recommendation, committee work, and vacation or sick time. In the rare instance 100% effort is required, the faculty must **document the *prior written approval from their respective department chair or dean***. This prior authorization should also be included in the formal summer salary request to ensure

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expeditious routing and approval of the request. No more than twelve months of total salary support (academic plus summer salary) will be approved in a twelve month period. Those with major administrative appointments are subject to additional requirements as outline below. Additionally, all requests relating to summer supplemental salary may be further reviewed and approved by the Vice Provost for Research.

- **How is summer salary considered for those faculty that also have a major administrative appointment?**

As approved by the provost office on March 8, 2023, the following would apply regardless of whether the individual is on a 9-month or 12-month contracted employee. If a faculty member, with a major administrative role (e.g., Chair) receives an extramural grant that covers part of their salary.

- In consultation with the respective supervisor (e.g., Provost, Vice President, Dean), the faculty member can cover up to 90% of their non-administrative salary (non-administrative salary = Institutional Base Salary (IBS) less any administrative supplement) during their Summer months
- An exception can be requested to cover 95% of non-administrative salary, to be reviewed and approved by the Provost's office (e.g., by the Vice Provost for Research)
- A faculty member with any other non-research – related responsibilities (e.g., teaching, student training outside of that associated with an extramurally funded grant, or administrative role) cannot commit 100% effort (from a sponsored project) at any time during the course of the academic year, to include the Summer months, as this would create a “conflict of commitment”.

- **What is the maximum amount of summer support that can be charged to my National Science Foundation (NSF) awards?**

As a general policy, NSF limits the salary compensation requested in the proposal budget for senior personnel to no more than two months of their regular salary in any one year. This limit includes salary compensation received from all NSF-funded grants. If anticipated, compensation in excess of two months must be disclosed in the proposal budget and be well justified in the budget justification. If more than two months of salary support is approved by NSF, it must be included on the award budget.

- **To what extent does the charging of summer salary expense need to be documented?**

As the research enterprise continues to operate in various operational models (i.e., in-person, hybrid and remote), it will be critical to document all activity accordingly. The ability to support and justify all expenses as reasonable, allowable and allocable remains necessary for audit and award compliance purposes. Considering the nature of the climate, all expenses continue to be under a significantly heightened level of scrutiny.

Documentation for summer salary should at the very least consist of the following:

- Evidence that the research or activities being performed were authorized including an indication if the activities were being performed remotely or on campus.
- Confirmation of agency preapproval or pre-notification, if required, of the action being taken for the funding source in question.
- Approval by the individual's appointing unit, including any written prior approval from their respective department chair or dean for a 100% summer salary effort request.
- The overall committed effort percentage that is required of the award in question, must be documented in the comment section of the completed payroll forms.
- For Lakeside activity, all documentation should be stored in the PTAP System.

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- **What resources are available to assist in considering summer salary (or other expense categories) for my award?**

Please visit the [Sponsored Program Accounting Website](#) for additional information related to various agency guidelines and resources. Additionally, it is recommended that you routinely check with your funding agency to ensure that you have the flexibility and authority to charge certain transactions to your awards. Please contact your Grant Management Specialist or Grant Management Official for your award directly for any necessary clarifications.