Processing Summer Salaries
Summer Salary is compensation paid to faculty that perform research on a grant or contract during the University’s summer period.

In order to receive extra compensation, a faculty member must expend their effort on the project during the summer period months.
In Fiscal Year 2013, there were 377 Extra Compensation Request forms that were received for summer salary.

With the increase in research activity over the last two years, this represented a 21% increase in the number of summer salary forms that were processed.

Beginning in the month of March and through April 29, 2014, we have received 78 Extra Compensation forms relating to Summer Salary.

Of those received, approximately 24% of the forms did not comply with University policy or Federal regulations.
Summer Salary is subject to the University’s and Provost’s Office Policy for Faculty summer compensation.

According to University policy, Faculty are allowed to receive up to a maximum amount of 40% of their annual base salary or 3.2 months in any combination of teaching and research over the summer period.

The monthly rate of compensation for summer research shall not exceed the monthly rate of a faculty member’s regular base salary.
Salary charged to National Institutes of Health (NIH) awards is subject to an annual cap of $181,500. Therefore the most you can charge an NIH award is $15,125 per month.*

Salary charged to National Science Foundation (NSF) awards is limited to no more than two months in any one year.*

Other sponsors may have similar limits or restrictions on Summer Salary charged to the award.
How do I calculate Summer Salary?

- To calculate summer salary simply divide your current academic year base salary by 8 and then multiply it by the number of months you will be performing summer effort on a research grant or contract.

- Please note that the maximum amount of extra compensation that can be charged to a grant or contract for summer research, depends on the time you have available to you after your other University obligations such as teaching as well as any personal and/or vacation time used during the summer period.
Processing Summer Salary – Budget Review

- Once you have determined that you are eligible to receive Summer Salary you will need to review the Daily Budget Statement of the Index you wish to charge.

- Review the Daily Budget Statement to insure that there is salary budgeted and balance available.

- Check the project start and end dates that appear on the Daily Budget Statement to insure that the award is still active and that the costs are within the project period.
Complete an Extra Compensation Request form and obtain the required signatures before submitting to RAF.

Be sure that the information on the Extra Compensation form clearly indicates in the Description of Work Rationale that it is for summer research.

Verify that the Work Start Date and Work End Date reflect the actual dates of when the summer effort is performed.

Check to insure the Earnings per Pay Period and Goal Amount do not exceed the faculty member’s base pay rate, or any sponsor limitations.
Questions?