





April 15, 2024

**TO:** Main Campus Faculty, Chairs, Deans, and Department Administrators

**FROM:** Ellen R. Fisher, Vice President for Research   
Barbara Rodríguez, Senior Vice Provost for Academic Affairs 

**SUBJ:** 2024 Summer Research for Nine-Month Faculty

The 2024 summer research period will be May 13, 2024 through August 9, 2024. The [2024 Summer Research Guidelines](#) have been published on the Office for Academic Personnel (OAP) website. For academic year (9-month contract) appointed faculty, the University of New Mexico allows for the maximum of an additional 3/9ths of a faculty member’s academic year salary to be earned for externally funded scholarship, research, and creative works performed during the summer months.

**Summer research payments are based on the faculty member’s institutional base salary (IBS). IBS is defined as the faculty member’s 9-month base salary and does not include special administrative components and extra compensation.**

Please refer to the definition of [IBS](#) and [2024 Summer Research Guidelines](#) on the OAP website for additional information regarding 2024 summer research payment limits.

Requests for summer research salary must be processed using the [Summer Research Form](#).

For a faculty member receiving a summer research payment supported by restricted funds **that require manual entry**, the summer research form, completed within the faculty member’s academic department, is submitted to Contracts & Grants (C&G) for review and approval. C&G will then submit the form directly to OAP at [faculty@unm.edu](mailto:faculty@unm.edu). If only unrestricted indices are charged, the department can submit them directly to [faculty@unm.edu](mailto:faculty@unm.edu).

Summer research payments for faculty **who have received summer research funds previously must be processed via EPAF**. You may locate summer research payment EPAF instructions on the OAP website. For summer salary charged to restricted awards, the associated Contract & Grant Accounting office must be included in the approval queue. For assistance with the EPAF process, please contact OAP at [faculty@unm.edu](mailto:faculty@unm.edu) or 505.277.4528.

Summer research positions are pooled at the department level. Please use the same pooled position number that was used last summer.

Summer 2024 research compensation deadlines are as follows:

Actual Period of Work	Deadline for Paperwork to Contracts and		Payday
	Grants	OAP	
May 13 - May 31	May 6	May 10	May 31
June 1 - June 30	May 31	June 7	June 28
July 1 - July 31 <sup>1</sup>	June 28	July 8	July 31
Aug 1 - Aug 9 <sup>2</sup>	July 29	Aug 9	Aug 30

Summer 2024 research forms submitted after the stated (above) deadlines will require a payroll adjustment form for the applicable payroll period. The adjustment form can be found on Payroll’s website (<https://payroll.unm.edu/resources/payroll-adjustment-and-leave-form.pdf>). For additional information on the 3/9ths rule and example calculations, please refer to the guidelines available on the OAP website (<https://oap.unm.edu/resources/summer-research-guidelines/index.html>).

<sup>1</sup> Rates for July salaries will be determined by the 2024/2025 academic year salary. See OAP’s summer 2024 research compensation guidelines at <https://oap.unm.edu/academic-administrators/summer-research-guidelines/index.html>

<sup>2</sup> Rates for August salaries will be determined by the 2024/2025 academic year salary. See OAP’s summer 2024 research compensation guidelines at <https://oap.unm.edu/academic-administrators/summer-research-guidelines/index.html>










# Summer research memo 2024

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