



February 18, 2025

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

FROM: Ellen Fisher, Vice President for Research *Ellen Fisher* Feb 18, 2025

Barbara Rodriguez, Senior Vice Provost for Academic Affairs *Barbara Rodriguez* Feb 19, 2025

SUBJ: 2025 Summer Research for Nine-Month Faculty

The 2023 summer research period will be May 18, 2025 through August 9, 2025. The [2025 Summer Search Guidelines](#) have been published on the Office for Academic Personnel 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, overloads, and extra compensation.

Please refer to the definition of [IBS](#) and [2025 Summer Research Guidelines](#) on the Office for Academic Personnel website for additional information regarding 2025 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 for the **first time or 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 the Office for Academic Personnel (OAP) using the Faculty Transaction Portal located on the [OAP website](#) . Forms submitted for manual entry that are supported by restricted funds that do not have C&G approval will be returned to the department prior to processing.

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 assistance with the EPAF process, please contact OAP at 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 2025 research compensation deadlines are as follows:

Actual Period of Work	Deadline for Paperwork to Contracts and	Deadline for EPAF/Paperwork to	
	Grants	OAP	Payday
May 18 - May 31	May 1	May 5	May 30
June 1 - June 30	May 26	June 2	June 30
July 1 - July 31	June 30	July 7	July 31
Aug 1 - Aug 9	July 31	Aug 8	Aug 29

Summer 2025 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>)









Summer Research Memo2025

Final Audit Report

2025-02-19

Created:	2025-02-18
By:	Office For Academic Personnel (faculty@unm.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAADpiL2CjPvDAOpSGLIHvQ_U7jzSrKEaU

"Summer Research Memo2025" History

-  Document created by Office For Academic Personnel (faculty@unm.edu)
2025-02-18 - 10:49:25 PM GMT- IP address: 129.24.55.135
-  Document emailed to Ellen Fisher (erfisher21@unm.edu) for signature
2025-02-18 - 10:50:59 PM GMT
-  Email viewed by Ellen Fisher (erfisher21@unm.edu)
2025-02-18 - 10:52:14 PM GMT- IP address: 104.47.56.126
-  Document e-signed by Ellen Fisher (erfisher21@unm.edu)
Signature Date: 2025-02-18 - 10:52:39 PM GMT - Time Source: server- IP address: 64.106.111.101
-  Document emailed to Barbara Rodriguez (brodrig@unm.edu) for signature
2025-02-18 - 10:52:41 PM GMT
-  Email viewed by Barbara Rodriguez (brodrig@unm.edu)
2025-02-18 - 10:53:18 PM GMT- IP address: 129.24.55.251
-  Document e-signed by Barbara Rodriguez (brodrig@unm.edu)
Signature Date: 2025-02-19 - 5:43:08 PM GMT - Time Source: server- IP address: 129.24.55.251
-  Agreement completed.
2025-02-19 - 5:43:08 PM GMT