





March 20, 2023

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

FROM: Ellen R. Fisher, Vice President for Research 
Ellen R. Fisher (Mar 20, 2023 16:10 MDT)

Barbara Rodriguez, Senior Vice Provost for Academic Affairs 
Barbara Rodriguez (Mar 21, 2023 07:53 MDT)

SUBJ: 2023 Summer Research for Nine-Month Faculty

The 2023 summer research period will be May 15, 2023 through August 11, 2023. The [2023 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, the “plus” component of the base plus salary arrangement, and extra compensation.

Please refer to the definition of [IBS](#) and [2023 Summer Research Guidelines](#) on the Office for Academic Personnel website for additional information regarding 2023 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 the Office for Academic Personnel (OAP) at faculty@unm.edu. If only unrestricted indices are charged, the department can submit directly to 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 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 2023 research compensation deadlines are as follows:

Actual Period of Work	Deadline for Paperwork to Contracts and Grants	Deadline for EPAF/Paperwork to OAP	Payday
May 15 - May 31	May 1	May 5	May 31
June 1 - June 30	May 26	June 2	June 30
July 1 - July 31	June 30	July 7	July 31
Aug 1 - Aug 11	July 31	Aug 11	Aug 31

Summer 2023 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/academic-administrators/summer-research-guidelines/index.html>)