

## Summer Research Form Guidelines

Summer Research compensation is for faculty who have contract or grant awards with summer salary itemized in the budget. Compensation is only for actual time worked and effort spent during the summer research period, and can only be paid for periods the faculty member is actively working on the project. It cannot be paid to faculty on vacation, committed to other projects, or for time worked outside of the summer research period.

If a Summer Teaching Agreement is also in effect, usually days identified for teaching cannot also be identified as summer research. Normally, the two cannot overlap if together they exceed 100% FTE. If teaching full time during the summer, extra compensation of up to one day per week (125% FTE) is allowable if approved in advance by the department chairperson, dean, and by the agency funding the summer research. Exceptions to this policy must be approved in advance by the Provost's Office via the Associate Provost.

Please follow the guidelines below when preparing summer research forms:

1. The award budget must have adequate funds to cover the summer salary including fringe benefits.
2. Federal grant rules do not allow 9-month Faculty to pay themselves more than 1/9<sup>th</sup> of their salary in any one summer month. Faculty on 9-month appointments may pay themselves a maximum of 3/9<sup>ths</sup> of their academic year salary during the summer. Academic year salary is defined as the 9-month base salary plus any special administrative component (SAC) that was in effect at the time the summer research payment was approved. Specifically, the pay rate (Rate 1) for May and June is determined by the 2015/2016 academic year salary and the pay rate (Rate 2) for July and August is determined by the 2016/2017 academic year salary. Revisions to an academic year contract will not result in revisions to summer research payments. The calculations for the maximum allowable payments must include any approved SACs, though a faculty member can choose to take less than the maximum allowable payment. The academic year salary does not include:
  - Overload Payments
  - Extra Compensation as described by Faculty Handbook Policy C.140
  - Monetary Awards

**Please note:** If research to be performed is for a **National Science Foundation** award, the maximum compensation is limited to no more than two months of regular salary in any one year, including summer salary. This limit includes salary received from all NSF funded grants.

3. You may submit **one form** for the entire summer period pay. Use **Rate 1** for summer research that occurs before July 1 and **Rate 2** for summer research that occurs after July 1.
4. The 3/9<sup>ths</sup> limit is calculated using the base salary as follows. Example: Professor X's academic year salary for FY15/16 is \$90,000. **Rate 1** for May and June will be \$10,000 (\$90,000/9). For FY16/17, Professor X's academic year salary is \$95,000. **Rate 2** for July and August will be \$10,555.55 (\$95,000/9).

The amount payable in May and August is pro-rated by the number of work days for summer research in each month and the total should equal 1/9<sup>th</sup>. Use .545 as the multiplier for calculating

the May payroll, and .455 for the August payroll. For information on how the multipliers were determined, please see the explanation at the end of the guidelines. The maximum allowable payments for the summer research period of May 16 through August 12 are given the table below:

	Calculation	Maximum Payment
May Payment	10,000*.545	\$5,454.55
June Payment	10,000.00	\$10,000.00
July Payment	10,555.00	\$10,555.00
August Payment	10,555*.455	\$4,797.72
<b>Total Payment</b>		<b>\$30,807.27</b>

For additional sample calculations, see the examples given at the end of the guidelines.

**All Summer Research forms must be processed no later than the deadline for submission for the applicable monthly payroll. Please refer to Office of Faculty Affairs and Services summer processing deadlines.**

Should you have any questions about the form, please call the Office of Faculty Affairs and Services at 277-4528, or if you have questions about your index/grant, call the Contract and Grant Accounting.

### **Basis for Determining May and August Percentages**

The basis for determining the percentage of 1/9th of the faculty member's salary that can be paid during the partial months of May and August was the percentage of work days that fall in either month. Specifically:

	Working Days	Calculation	Percentage
Summer Research Days from May 16-31	12	12/22	54.5%
Summer Research Days in August 1-12:	10	10/22	45.5%
Total Summer Research Days in May/August:	22	N/A	100.0%

### **Example Scenarios for Summer Research Payment Calculations**

**Example A:** Faculty A will receive maximum payment for May, June, July, August. Faculty A has a SAC for both AY 15/16 and AY 16/17.

	9 mo Base	SAC	Total
2015/2016 Contract	\$55,000.00	\$5,000.00	\$60,000.00
2016/2017 Contract	\$56,650.00	\$5,000.00	\$61,650.00

	Calculation	Rate
Rate 1 (2015/2016 contract)	60,000/9	\$6,666.67
Rate 2 (2016/2017 contract)	61,650/9	\$6,850.00

	Calculation	Maximum Payment
May Payment	6,666.67*.545	\$3,636.37
June Payment	6,666.67	\$6,666.67
July Payment	6,850.00	\$6,850.00
August Payment	6,850*.455	\$3,113.64

**Example B:** Faculty B will receive maximum payment for May, June, July, August. Faculty B has a SAC for AY 15/16 and no SAC in AY 16/17.

	9 mo Base	SAC	Total
2015/2016 Contract	\$55,000.00	\$5,000.00	\$60,000.00
2016/2017 Contract	\$56,650.00	\$-	\$56,650.00

	Calculation	Rate
Rate 1 (2015/2016 contract)	60,000/9	\$6,666.67
Rate 2 (2016/2017 contract)	56,650/9	\$6,294.44

	Calculation	Maximum Payment
May Payment	6,666.67*.545	\$3,636.37
June Payment	6,666.67	\$6,666.67
July Payment	6,294.44	\$6,294.44
August Payment	6,294.44*.455	\$2,861.11

**Example C:** Faculty C will receive maximum payment for May, June, July, August. Faculty C does not have a SAC in AY 15/16 and will have a SAC in AY 16/17.

	9 mo Base	SAC	Total
2015/2016 Contract:	\$55,000.00	\$-	\$55,000.00
2016/2017 Contract	\$56,650.00	\$5,000.00	\$61,650.00

	Calculation	Rate
Rate 1 (2015/2016 contract)	55,000/9	\$6,111.11
Rate 2 (2016/2017 contract)	61,650/9	\$6,850.00

	Calculation	Maximum Payment
May Payment	6,111.11*.545	\$3,333.33
June Payment	6,111.11	\$6,111.11
July Payment	6,850.00	\$6,850.00
August Payment	6,850.00*.455	\$3,113.64

**Example D:** Faculty A (see payment schedule from **Example A**) will only be conducting summer research for several weeks during the summer research period. Payment can be pro-rated by the number of days worked in the month. The maximum number for work days per month for the 2016 summer research period is given below.

	Maximum Number of Work Days
May	12
June	22
July	21
August	10

**Example D.1:** Faculty A working 5 days (1 week) in May  
 Calculation: 5 days/12 total work days\*Maximum May Payment  
 $5/12 * \$6,666.67 * .545 = \$1,513.89$

**Example D.2** Faculty A working 10 days (2 weeks) in June  
 Calculation: 10 days/22 total work days\*Maximum June Payment  
 $10 \text{ days}/22 \text{ total work days} * \$6,666.67 = \$3,030.30$

**Example D.3:** Faculty A working 15 days (3 weeks) in July  
 Calculation: 15 days/21 total work days\*Maximum July Payment  
 $15 \text{ days}/21 \text{ total work days} * \$6,850.00 = \$4,892.86$

**Example D.4:** Faculty A working 2 days in August  
 Calculation: 2 days/10 total work days\*Maximum August Payment  
 $2 \text{ days}/10 \text{ total work days} * \$6,850.00 * .455 = \$623.35$

\

### Calculator for Determining Pro-rated Summer Research Payments

Please feel free to use the calculator below to determine pro-rated monthly payments when a faculty member conducts summer research for a partial month. Enter the academic year salary and the number of days worked for the relevant month.

		Academic Year Salary		Rate	
	2015/2016 Contract:			\$-	
	2016/2017 Contract			\$-	
		Number of Days Worked		Payment Amount	
	May			\$-	
	June			\$-	
	July			\$-	
	August			\$-	