

Guidelines for Charging Faculty Summer Salary to Sponsored Research and other Sponsored Projects

The following guidelines are provided for faculty who, in addition to their nine-month academic year base salary, choose to devote effort and receive compensation during the summer months on federally funded sponsored research or other sponsored projects:

- A. Charges for work performed by faculty during the summer months will be determined for each faculty member at a rate not in excess of the 9 month academic year base salary divided by the period to which the base salary applies.
- B. All effort devoted and corresponding salary charged to any sponsored project(s) must be in compliance with sponsor and Institutional policies. Further, the effort committed during the period must be devoted *exclusively* to the activities supported by that project or projects, with the salary charges to each aligning on a monthly basis to the effort provided.
- C. It is understood that, as part of their normal work, faculty may participate in “other academic, administrative or research activities” (OARA) during the summer. These activities include but are not limited to: advising students (outside the scope of the sponsored project charged), unsponsored research, administrative committees, preparing new or renewal proposals, teaching, curriculum development, peer reviews, refereeing and/or writing other scholarly publications. Effort associated with OARA during summer months may not be charged to any sponsored project.
- D. To ensure compliance in not charging OARA effort to sponsored projects, effective May 16, 2015, faculty who choose to devote effort and receive compensation during the three summer months will not normally be allowed to charge more than 95% in any one month to a federal award (or a combination of federal awards). Colleges and Departments may be more restrictive.
- E. As a reminder, the NSF changed its policy in January 2009 to allow no more than 2 months of salary to be charged to any combination of NSF awards, unless the NSF program officer has specifically approved the charge. This includes funds that UNT receives through sub-award arrangements.
- F. If the sponsor has a salary cap (e.g. NIH) charges to the grant will be reduced to the capped amount.

Faculty should consult the terms and conditions of their awards prior to committing summer month effort as sponsors may have restrictions on summer salary. Any questions regarding sponsor terms or conditions should be addressed by the OGCA.

Reference: Code of Federal Regulations, 2 CFR 200.430

Executive Approver: Dr. Tom McCoy, Vice President for Research and Sponsored Programs

Guideline Owner: Office of Grants and Contracts Administration (OGCA)

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Questions: Please contact OGCA at 940-565-3940