



New Jersey Institute of Technology
University Policies and Procedures

Number: 13-05
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Subject: GRANTS AND CONTRACTS – SPONSORED RESEARCH SUMMER SALARY

A. OVERVIEW

Faculty Members and certain Instructional Staff working on sponsored research projects during the summer months are eligible to earn up to 1/3rd of their academic year salary. Employees with a twelve month appointment, Instructional Staff and part time employees are normally ineligible for summer research salary.

B. PURPOSE

The purpose of this policy is to establish uniform procedures regarding the summer period and pay for working on sponsored research projects.

C. DEFINITIONS

Faculty Member	Faculty Members consist of all full-time positions with the tenure-track ranks of Assistant Professor, Associate Professor, Professor, and Distinguished Professor. Administrators designated by the President may also be members of the Faculty. (Source: Faculty Handbook)
GCA	Grant and Contract Accounting
Instructional Staff	Instructional Staff consists of members of the university community who hold nontenure track positions, including University Lecturers, Visiting Professors, Research Professors, Research Associates, Post-Doctoral Fellows, Adjunct Instructors, and Affiliated Faculty Members. (Source: Faculty Handbook)
Investigator	A person who examines, studies, or inquires into systematically; searches or examines into the particulars of; examines in detail.
PAF	Personnel Action Form
PI	Principal Investigator
SRA	Sponsored Research Administration

D. SPECIFIC REQUIREMENTS

1. Solely for the purpose of this policy, the academic year is a period of 1,400 hours, consisting of 40 weeks at 35 hours per week, ending on the academic year end graduation date.
2. The summer research period starts the day after the academic year end graduation date. The total number of summer work hours will be 420, consisting of 12 work weeks at 35 hours per week (70 hours or 2 weeks equal a pay period).
3. Computations
 - a. Summer Salary Computation: Academic Year Salary divided by 1/3rd.
 - b. Summer Salary Hourly Rate Computation: Summer Salary divided by 420.
4. Summer salary is earned and paid over the same period as the summer research is performed. Effort expended during the academic year does not qualify for Sponsored Summer Salary. The most that can be earned in one pay period is the summer salary hourly rate multiplied by 70 hours.
5. If the sponsored research project ends prior to the end of the summer period, earnings can only be accumulated up until the end date of the sponsored research project.
6. An investigator who receives summer salary from sponsored projects is not allowed time to write proposals, work on other research, or do significant administrative work beyond de minimis activity (e.g., brief consultation with graduate students not working on the sponsored project(s), handling brief non-project-related phone calls or emails, or attending an occasional administrative meeting) during the period for which the summer salary is received.

E. SUMMER RESEARCH PERSONNEL ACTION FORM

1. The criteria for faculty summer research pay eligibility are detailed below. The summer pay dates will be published annually in a memorandum.
2. Fully completed PAFs signed by the PI, and fully approved by the Department Head, Dean, and Senior Vice President for Research and Development, must be submitted to the Budget Department (579 Fenster Hall) no later than three Wednesdays prior to the initial pay date.
3. The PAF must clearly indicate:
 - the dollar amount to be paid
 - the six-digit Banner Finance index(es) to incur the expense

- the summer research account code 614024
- the dates of the research effort
- a brief description of the effort corresponding to the summer research payments.

F. SUMMER EFFORT REPORTING

Effort reporting is required for the portion of the summer for which summer research salary is paid.

G. SPECIFIC AGENCY REQUIREMENTS

1. National Institutes of Health (NIH)

NIH will not allow requested summer salary above its published salary cap, which can be found at http://grants.nih.gov/grants/policy/salcap_summary.htm. If summer salary is requested above the salary cap, NIH will reduce that line item to the salary cap, resulting in a reduced total award amount.

Source: NIH Grants Policy & Guidance Notice of Salary Limitation on Grants, Cooperative Agreements, and Contracts 1/20/12

URL: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-035.html>

2. National Science Foundation (NSF)

As a general policy, NSF limits salary compensation for senior project personnel to no more than **two months of their regular salary in any one year**. This limit includes salary compensation received **from all NSF-funded grants**.

(Source: NSF Grant Proposal Guide 1/1/11 Paragraph II.C.2.G.(i)(a) Senior Project Personnel Salaries & Wages Policy)

URL: http://www.nsf.gov/pubs/policydocs/pappguide/nsf11001/gpg_2.jsp#IIC2g

REVIEW:

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