

## Division of Biology and Medicine Summer Salary Guidance

In requesting sponsored project funding Brown University must assure that the effort expended on sponsored projects is commensurate with the salary charged to those projects. A request for summer salary indicates a commitment to put forth the comparable effort on the particular project during the summer, not the academic year. The guidance provided by the Office of the VP for Research (OVPR) regarding summer salary is reprinted below. The Division offers this additional guidance.

**Faculty who are planning to take vacation, teach/advise/mentor students, and/or submit new research proposals during the months of July and/or August should be aware that these activities may not be charged to sponsored grants and contracts, i.e., the faculty member cannot receive 100% salary support from federal grants and contracts during the months in which these activities take place.** The Division of Biology and Medicine allows for no more than 95% effort federal grants or contracts during the summer months.

- It is not allowable to charge 100% salary to sponsored grants or contracts during the months of July and August. 100% effort must be supported by an approved work plan that specifically outlines activities devoted to grants and contracts.
- If a faculty member has administrative or other non-research responsibilities during the summer period as a Chair, Graduate Program Director, Center Director, or support from a Public Health Center, Programs or Institutes, then a reasonable portion of salary/effort should be allocated to that activity during the months of July and August.
- If a faculty member plans on taking vacation that has no work related activity associated with their travel, they are strongly advised to have a portion of their salary/effort allocated to a GIP account or other unrestricted sources (not Start Up), if allocable, or to take less than 100% salary during the summer.

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### OVPR Guidance for Faculty Summer Salary

The following guidance is provided for faculty who have less than a 12 month appointment who choose to devote effort and receive compensation from sponsored projects during the months of June, July and/or August\*.

Charges for work performed by faculty on sponsored agreements during the summer months (i.e., not included in the base salary) will be determined for each faculty member at a rate not in excess of the base salary divided by the period to which the base salary applies. For example, a faculty member earning \$90,000 with a nine month appointment would divide the total base salary (\$90,000) by 9 to arrive at a base monthly rate of \$10,000 per summer month.

All effort devoted and corresponding salary charged to a sponsored project(s) must be in compliance with sponsor and University policies. Committed effort on a sponsored project should be devoted exclusively to the activity supported by that sponsored project. Other activities performed during the summer months, e.g., any administrative or academic activities, vacations, or writing new proposals, may not be charged to sponsored projects.

If the sponsor has a salary cap, as in the case of NIH, the faculty member commits the full, planned percentage of effort to the sponsored activity although the compensation will be at the reduced (capped) amount. Information related to the current NIH cap may be found at the following OSP web page:  
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-035.html>

Faculty supported by NSF grants are reminded that the total effort charged to *all* NSF activities during the summer months may not exceed 2/9ths of their normal academic year salary.

Other sponsors may have similar or alternate restrictions on summer salary so faculty should consult their grant terms and conditions prior to committing summer effort. Any questions regarding sponsor terms or conditions should be addressed to OSP.

\*Nine month faculty appointments at Brown run from September through May, ten month appointments run September through June.