

## Summer Salary Guidance for Completing Faculty Summer Salary Supplementation Form

A faculty member can request approval for compensation of effort devoted from sponsored projects during the months of July and August by completing the Faculty Summer Salary Supplementation form.

“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.”

Complete the Summer Supplementation Form in collaboration with department manager. Please start the form by entering your name and your department name.

**Question 1:** Indicate whether you plan summer supplementation of your academic year base salary. Please indicate YES or NO.

**Question 2:** Indicate what, if any, professional activities you will be engaging in for the summer. Please indicate YES or NO next to each of the choices (i.e. research, grant writing, administration, committees, and/or teaching).

**Question 3:** Indicate if you plan on taking vacation in July and/or August. If the answer is Yes, indicate the month and the number of business days in July and August you anticipate taking.

**Question 4:** Indicate the sources (i.e., Grant or GIP) and % effort for each in July and August for maximum of 95%. List the grant account number(s), the grant account name(s), percent effort devoted to each, and the dollar amount for each grant.

***Please use Summer Salary Costing Allocation Template if Over NIH cap.*** In addition, if funds are available, please indicate the appropriate GIP account in order to receive 100% summer compensation.

Lastly, obtain the appropriate signatures.