2017 Summer Salary Worksheet
Processing Faculty Appointments for Summer Salary Charged to Externally-Funded Grants and Contracts

Instructions

The 2017 Summer Salary Worksheet for AY faculty working on externally-funded projects serves the following purposes: (a) identify external funding sources that will support faculty work in a summer session, (b) calculate summer salary amounts associated with each project, (c) determine if anticipated faculty compensation and time commitments across all funding sources is within WMU and sponsor limits, and (d) acquire administrative approval for such appointments from project principal investigators, chairs, and grants and contracts.

The worksheet will automatically calculate payment amounts and total compensation across all projects, based on the faculty member’s 8-month salary for the 2016-17 academic year.

This form must be completed and approved prior to submission of any faculty summer appointment on an externally-funded project.

Enter the requested information in areas shaded in blue. Areas shaded in gold will be automatically calculated.

Instructions for each section follow:

1. Demographic Information
   a. Select the applicable summer session from the dropdown menu – a separate form must be completed for each summer session.
   b. Enter the faculty member’s name, employee ID, home department name, and the primary fund/dept ID.
   c. Enter the individual’s 8-month AY salary (the 2016-2017 academic year base salary). If the faculty member was on sabbatical or leave of absence during the 2016-2017 academic year, enter the full AY base salary.
   d. Total summer salary amount will calculate from the sum of the salary amounts determined for each project and/or teaching assignment.
   e. Total effort will calculate from the sum of effort determined for each project and/or teaching assignment.

   Note for Items 2 and 3 – Teaching and Work on Sponsored Projects:
   Maximum summer salary for teaching/special assignment and each sponsored project is calculated based on the WMU - AAUP agreement regarding summer teaching and typical sponsor limits on faculty compensation, respectively. The current maximum salary for teaching full time (1.00 FTE) during a summer session is 22% of AY salary. The typical maximum salary for project work full time (1.00 FTE) during a summer session is 25% of AY salary. The maximum salary is calculated using these percentages and the individuals AY salary.
2. **Teaching/Special Assignments** – Enter the course #(s) and the total workload hours (from the dropdown menu). The % of effort and applicable salary amount will calculate based on the workload amount.

3. **Sponsored Projects** –
   a. **Project information** – Indicate if the project is supported directly by a Federal sponsor (fund 25) or by Federal flow-thru where the federal funds pass through another organization. Complete the project title, project dates, and project fund/deptid.
   b. **Percent (%) effort** – Enter the percentage of effort the faculty member will commit to each sponsored project. The applicable salary amount is based on the percentage of effort and the individual’s AY salary and will be calculated from these entries.

4. **Authorized Signatures** –
   a. **PI signature** – For each sponsored project, the principal investigator (PI) assigned to the project must sign and date the form verifying the % of effort and salary amount. In some cases, this will be the same person (employee) for whom the form is completed. In other cases, the PI may be located in another department and/or college.
   b. **Employee signature** – The individual who will be receiving summer salary from any externally-funded project must sign and date the form. Faculty charging 100% effort (1.00 FTE) to federal awards for the entire 2-month summer session will be required to certify that all effort will be devoted to the sponsored project(s).
   c. **Contact name** – Provide a contact person’s name and phone number for any questions regarding information submitted on the form.
   d. **Chair/director signature** – The department chair or unit director for the faculty member’s primary appointment must approve the form.
   e. **Dean signature** – The dean for the faculty member’s primary appointment must approve the form.
   e. **Grants and contracts signature** – A designee in the Grants and Contracts Office will review and approve the appointment(s) for summer faculty assignment on externally-funded projects after all other signatures have been obtained.

Scan and email the completed form to grants-services@wmich.edu.
Additional Points Regarding Summer Salary on Grants and Contracts

**Federal Awards** – The federal government has become increasingly stringent in their enforcement of requirements regarding summer salary for faculty working on federally-sponsored projects. Specifically, if a faculty member’s salary is charged 100% to a federal award(s), federal regulations require that 100% of the faculty member’s time and effort be spent on only those activities covered by the grant(s). This means they must forego vacation, teaching, administrative work, proposal preparation, and business or conference travel except when it is exclusively related to grant-funded activities. Those processing and approving such appointments must consider this issue.

**NSF Awards Only** – NSF limits salary compensation for PIs and other senior project personnel to no more than two months of regular salary in one fiscal year across all NSF-funded grants on which an individual is working.

**Modifying Project Appointments Already Approved** – If a summer salary payment has already been approved, a revised form must be submitted prior to submitting any change of faculty appointment through Workflow. Contact the Restricted Fund Accountant assigned to your project in the Grants and Contracts Office for assistance in completing the revised form.

**Teaching/Special Assignments**

<table>
<thead>
<tr>
<th>AY Faculty &amp; AY Faculty Specialist Summer I &amp; II pay</th>
<th>Workload Hours</th>
<th>% Effort</th>
<th>% of AY Salary</th>
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<tr>
<td></td>
<td>6.0</td>
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2017 Summer Salary Worksheet [http://www.wmich.edu/grantscontracts/forms](http://www.wmich.edu/grantscontracts/forms)