Western Michigan University
Grants and Contracts
Summer Pay Policy

Summer pay should not be substituted for buyout time. Charges to grants and contracts for summer research activities must be consistent with the level of effort devoted to each grant or contract during the period and with the funding provided. This effort must be subsequently certified on the faculty member’s semi-annual Effort Report, which includes faculty summer salary charges on sponsored projects.

Effort expended during the academic year does not satisfy a commitment related to the receipt of summer salary. In other words, one cannot count any effort expended during the prior or subsequent academic year to fulfill one’s summer commitment. For effort expended during the academic year the faculty member should either buyout their time or have research time in their workload for grant work.


Office of Management and Budget: Uniform Guidance 2 CFR 200.430

Periods outside the academic year. Except as otherwise specified for teaching activity in (h) (5) (ii) below, charges for work performed by faculty members on federal awards during periods not included in the base salary period will be at a rate not in excess of the IBS.

(h)(5)(ii) Charges for teaching activities performed by faculty members on federal awards during periods not included in IBS period will be based on the normal written policy of the IHE governing compensation to faculty members for teaching assignment during such periods. Faculty are limited to 90% of the summer maximum earnings (90% of 50% of AY base pay) from sponsored project. Total allowable on sponsored projects is 45%.

This limit reserves time during the summer term for such activities as service or administrative duties, development of grant proposals, or time off for personal activities.

For example, a faculty member whose academic year salary is $75,000 (i.e. over an eight-month period) could earn up to $8,437.50 per month as summer pay on grants. This would equate to full time appointment during summer I of 22.5% and summer II of 22.5% up to a maximum of 45% during the two summer sessions.

A faculty member who wishes to devote effort of greater than 90% summer work must petition the Office of the Vice President for Research for permission, and provide a full justification of the additional effort and salary and a detailed timeline of the work proposed. This policy addresses national changes as a result of outcomes as an audit at Yale University where PI’s charged 100% of their effort in summer months to grants resulted in a cost disallowance.
Please note these restrictions are for activities and charges for all sponsors:

- 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. Salary charges must align on a monthly basis to the effort provided to the sponsored project.
- Time committed to other activities performed during the summer months, e.g., any general administrative or academic activities or writing new proposals may not be charged to a sponsored project.
- Any person petitioning OVPR to charging more than 90% effort in the summer months must understand and confirm in their request that vacation is not permitted, and the summer is spent solely on the research activities funded by the sponsored projects charged, and the PIs will not engage in any other university responsibilities.

Additional agency requirements may also be applicable and the restrictions in the terms of the award must be met.

**NSF- specific restrictions:**
NSF salary is limited to no more than 2/8th of regular annual academic salary per year. This two month limit applies to all salary charged to NSF salary – both allowable academic year salary plus summer salary. This limitation applies to salary received from all NSF –funded projects. This includes NSF funds that WMU receives through sub-award arrangement.

**Salary Cap Restrictions:**
If the sponsor has a salary cap NIH charges to the grant will be reduced to the capped amount. Amounts over the cap may be charged to the PIs discretionary funds.

The salary cap effective January 7, 2018 is $189,600 for a 12-month salary – Salary caps for proposal submission are limited to Executive Level II and are subject to change each year. [http://grants.nih.gov/grants/policy/salcapsummary.htm](http://grants.nih.gov/grants/policy/salcapsummary.htm).

Other sponsors may have restrictions on summer salary so faculty should consult their award terms and conditions prior to committing summer month effort. Any questions regarding sponsor terms or conditions should be addressed to the Office of the Vice President for Research.

**Processing Summer Pay on Grants and Contracts:**
To monitor the federal requirements regarding summer pay for faculty working on federally sponsored projects additional forms are required to be completed prior to processing any summer pay on grants and contracts. Additional information regarding summer salary charged to grant and contact can be found at [http://wmich.edu/grantscontracts/forms](http://wmich.edu/grantscontracts/forms).