SUMMER SALARY ON GRANTS AND CONTRACTS POLICY

Statement of Policy:
This policy establishes guidelines for summer salary from grants, contracts and other sponsored programs. It applies to all grant and contract accounts regardless of funding source (federal, state or local government, private funding etc.) and whether the grant or contract is cost–reimbursable or fixed price.

Summary of Contents/Major Changes: N/A

Responsible Office and Responsible Enforcement Official:
The Office of the Vice President for Research, Associate Vice President for Research

Classification:

☐ Board of Trustees Policy
X Board-delegated Policy

Categories:

Research and Intellectual Property

History:
  a. Effective date of current version: June 1, 2019
  b. Date first adopted: N/A
  c. Revision history: N/A
  d. Proposed date of next review: June 1, 2022
1. **Purpose of Policy**
The purpose of this policy is to provide guidelines for complying with the federal government through Code of Federal Regulations Title 2: Grants and Agreements Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200.)

2. **Stakeholders Most Impacted by the Policy**
This policy applies to all faculty engaged in research, projects, activities conducted under the auspices of Western Michigan University whether the activities are conducted on or off campus.

3. **Key Definitions**
   3.1. **Institutional Base Salary**: IBS is the amount determined by the University to compensate an individual for his/her professional obligation based on grade, title, and experience. IBS is based on full-time equivalents and will be adjusted proportionately for part-time effort. Thus, faculty who wish to be on a reduced-salary under Article 35.4 of the WMU AAUP Contract will retain a base salary for sponsored project purposes, but may be assigned part- time efforts by the Chair or the Dean. For academic year faculty, IBS is the salary paid for the 8-month academic year appointment, which may be paid out over 12 months. For calendar year faculty, IBS is the salary paid for the 12-month calendar year period.

   3.2. **Salary Cap**: Limitation imposed by the federal government on the amount of salary that may be charged to federally funded grants or contracts.

3.3.

4. **Full Policy Details**
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 confirmed within ecr (Payroll Confirmation) system.

Release time during the academic year for research activities on grants, contracts, and other sponsored programs cannot fulfill one’s summer commitment.

4.1. **Summer Salary Limitations**:
   4.1.1. Faculty are limited to 95% of the summer maximum earnings from all activities (teaching, research, and service) of the university. Maximum earning are 50% of Institutional Base Salary (IBS). 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.

   4.1.2. A faculty member who wishes to devote effort of greater than 95% 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.

   4.1.3. All effort devoted and corresponding salary charged to a sponsored project(s) must be in compliance with sponsor and university policies.
4.1.4. 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.

4.1.5. 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.

4.1.6. Any person petitioning OVPR to charge more than 95% 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.

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

4.2. **Agency Specific Restrictions:**

4.2.1. 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.

4.2.2. Salary Cap Restrictions

   NIH salary cap reduces the charges to the capped amount. Amounts over the cap may be charged to the PIs discretionary funds. Salary caps for proposal submission are limited to Executive Level II and are subject to change each year.

4.2.3. 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.

4.3. **Processing Summer Pay on Grants and Contracts:**

To monitor the agency requirements regarding summer pay for faculty working on 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)

5. **Accountability**

6. **Related Procedures and Guidelines**

   Summer Salary on Grants and Contracts Procedure

7. **Additional Information**

8. **FAQs**

**Related Policies:**

[WMU AAUP Contract](#)
OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Circular 2 CFR 200

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.

Office of Management and Budget: Uniform Guidance 2 CFR 200.430(b)
Reasonableness. Compensation for employees engaged in work on Federal awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the non-federal entity.

Office of Management and Budget: Uniform Guidance 2 CFR 200.403
Allowability of costs. Be consistent with the policies and procedures that apply uniformly to both federally-finances and other activities of the non-federal entity.

References: N/A

CERTIFIED BY: DIRECTION OF
Board of Trustees, President, or VP

/s/
Office of the Vice President for Research Vice President for Research
Date