

# Faculty Summer Salary Worksheet

## 5/1/19-8/31/19

Name: Joe Researcher

Employee ID: 1234567

Institutional Base Salary (IBS) 75,000  
 Salary limit monthly 9,375

Primary Department: Biology  
 Primary Fund and Dept ID 11-1234560

**Proposed Summer Salary:**

Summer I (5/1/19-6/30/19)	% of IBS	Amount	Research Fund & Dept ID	Salary limit	Salary Limit Difference
Teaching	11%	8,250			
Research	7%	5,000	25-7010000		
Research	5%	4,000	26-7020000		
Research		0			
Research		0			
Research		0			
Research		0			
Research		0			
Research		0			
<b>Total Summer I</b>		<b>17,250</b>		<b>18,750</b>	<b>(1,500)</b>

Summer II (7/1/19-8/31/19)	% of IBS	Amount	Research Fund & Dept ID	Salary limit	Salary Limit Difference
Teaching		0			
Research	5%	3,500	25-7010000		
Research	11%	8,000	26-7020000		
Research	5%	4,000	28-7030000		
Research		0			
Research		0			
Research		0			
Research		0			
Research		0			
<b>Total Summer II</b>		<b>15,500</b>		<b>18,750</b>	<b>(3,250)</b>

**Total Summer Salary limit 95% IBS** 35,625  
**Total Summary Salary** 32,750 **(2,875)**

\*\* Limit is 100%, anything over 95% requires a Dean letter and VPR approval\*\*

I understand and agree that only my activities directly related to my respective sponsored project(s) will be charged to those projects. Such activities include research and other activities included in the project statement of work, writing progress reports, attending project-related conferences and/or holding research meetings or training (including working with participating students). Non- related activities including, but not limited to preparing competitive sponsored projects proposals, non-sponsor related research/activities, vacation, attending department/college faculty meetings, non-project teaching, teaching preparation, administrative work, university service and attending non-sponsor related conferences will not be charged to sponsored projects.

**\*\*I understand charging a full 4 months summer salary (100% of my effort) means that vacation is not permitted and I will not engage in any other university responsibility.**

I also understand that NSF limits salary compensation to senior project personnel to no more that two months of their regular academic year salary in any one year unless additional compensation is approved by NSF. This limit includes salary compensation received from all NSF-funded grants.

If my proposed summer salary allocation of effort is not consistent with the actual allocated effort then I will request that the charging of the sponsored accounts be changed to reflect the actual allocation of efforts, including moving some of my time to non-sponsored funding sources or unpaid time if appropriate.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

PI Signature if not the faculty member: \_\_\_\_\_ Date: \_\_\_\_\_

(Faculty members primary department)  
 Department Chair Signature \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature \_\_\_\_\_ Date: \_\_\_\_\_

Grants and Contracts Signature \_\_\_\_\_ Date: \_\_\_\_\_