



## Department Administrative Policy and Procedures

Subject: **Guidelines for Charging Faculty Summary Salary**

Effective Date: **October 1, 2019**

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### **I. PURPOSE**

This guidance is provided for faculty who, in addition to their nine-month academic year base salary, choose to devote additional effort and receive compensation during the summer months.

### **II. DEFINITIONS**

#### **A. Institutional Base Salary (IBS)**

The compensation paid by the University for an employee's appointment, whether that individual's time is spent on research and creative activities, teaching, administration, or other activities. For nine-month appointments, IBS is for the nine-month period. For fiscal year appointments, IBS is for annual compensation.

The compensation relevant in determining IBS is the amount that is guaranteed and fixed in advance by the appointment letter or employment agreement and paid through the payroll system. IBS does not include amounts paid as honoraria, housing allowance, tuition reimbursement, or non-compensatory benefits. IBS does not include one-time payments for a one-time event or activity paid through supplemental pay except for summer salary. Summer salary is paid to faculty for research and creative activities completed in addition to their nine-month academic appointment and is considered IBS.

### **III. POLICY**

#### **A. Charging of Summer Salary when Charging Sponsored Projects**

The following guiding principles apply to charging of summer salary when charging sponsored projects.

- Charges for work performed by faculty during the summer months will be determined for each faculty member at their Institutional Base Salary (full-time 9-month academic year) rate divided by the period to which the base salary applies.
- Faculty may charge salary up to three full summer months (100%) (three-ninths (3/9) of their base salary) provided; however, that none of the following activities may occur during the time when the faculty member charges 100%:

- Vacation
  - Teaching
  - Academic Administration
  - Work on other research projects
  - Proposal preparation
  - Committee work
  - Business or conference travel, except when exclusively related to work supported by the grant to which salary is being charged
- All effort and corresponding salary charge to any sponsored project(s) must be in compliance with sponsor and University policies. Further the effort committed during the period should be devoted exclusively to the activities supported by that project or projects, with the salary charges to each aligning on a monthly basis with the effort provided.
  - Effort expended during the academic year cannot be “banked” and counted toward summer effort.
  - While it is always preferable to assign summer salary prospectively there are instances where this is not possible. Summer salary must be charged and certified no later than 90 days after the period in which the work was completed.

## **B. Scope**

This guidance is applicable to all faculty with academic year appointments whose salary is charged in whole or in part to sponsored projects during the summer months that are not covered in a faculty member’s academic year appointment.

## **IV. COMPLIANCE**

### **A. Failure to Comply**

Failure to comply with this guidance can result in financial penalties, expenditure disallowances and harm to the University’s reputation. For compliance assistance, contact the Office of Research and Economic Development, Research Services or the Office of Sponsored Programs.

**Responsible Division/Unit:** Administration / Office of Research and Economic Development, Office of Sponsored Programs

**Links:**

OMB Uniform Guidance

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

**Associated Regulations, Policies, and Forms:** UW Regulation 2-3, Regulations Governing Vacation, Sick Leave and Compensation; UW Regulation 5-2, Employment Provisions Applicable to All Personnel Academic Affairs, A Practical Guide to Supplemental Pay at UW