UNIVERSITY OF NEW HAMPSHIRE
SPONSORED PROGRAMS ADMINISTRATION
A Note Concerning Faculty Summer Salary
Supported by Externally Sponsored Programs

Introduction

Subject to external sponsor limits, University of New Hampshire policy allows academic-year faculty members to receive pay for up to full time during the Summer Period contingent upon prior written approval from their department chairperson and dean or center/institute director.

Note

This note is written to clarify the rules, regulations, and procedures that govern the payment to UNH faculty members for summer salary that is supported by externally sponsored programs.

1. What is summer salary and how is it calculated?
   Summer salary is defined as compensation up to full time effort paid during the summer period to a UNH academic-year faculty member. Any additional pay above full time effort is supplemental salary and requires additional written approvals from the external sponsor and the Senior Vice Provost for Research. Summer pay is based on the faculty member's prior academic year Institutional Base Salary divided by 9 months, for full time appointments, times 3 months for full time summer effort.

2. If I receive summer salary, can I still take a vacation?
   While personal time off may be taken during the Summer Period, it is not appropriate to concentrate significant time off during a period for which the faculty member is receiving 3 months Summer Period salary.

3. What happens if I am working on more than one sponsored program in the summer?
   A faculty member may work on more than one sponsored program and receive summer salary from each one as long as total effort does not exceed full time and summer salary does not exceed 3/9ths of the prior academic year base salary. When effort exceeds full time any allowable pay is supplemental pay subject to additional approvals. In addition, the faculty member must include in the cumulative total of effort any other university responsibilities during the Summer Period (e.g., student advising, curriculum review, professional development).

4. Is it true that some agencies place caps on summer salary?
   Certain agencies place caps on summer salary that can be paid to faculty members working on sponsored programs. If applicable, these salary caps supersede university regulations.

5. The National Science Foundation (NSF) limits salary compensation for senior project personnel to no more than two months of their regular pay from all NSF-funded grants in any one year. (The University defines this one year period beginning in August per the Provost's announcement.) Any salary greater than two months must be disclosed in the proposal budget, justified in the budget justification, and must be specifically approved by NSF in the award notice budget. Under normal rebudgeting authority authorized by the NSF, the University can internally approve an increase or decrease in proposed months of effort devoted to the project after an award is made, even if doing so results in salary support for senior personnel exceeding the two month salary policy. No prior approval from NSF is necessary as long as that change would not cause the objective or scope of the project to change. NSF prior approval is necessary if the objective or scope of the project changes. Requests to rebudget NSF funds to exceed the two month salary limit should be submitted to the appropriate Grants and Contracts Administrator in Sponsored Programs Administration with supporting documentation.

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The National Institutes of Health (NIH) (and most other federal granting agencies) allows summer salary to “the equivalent of three months at 100 percent effort. NIH limits the total amount the faculty member can earn during the year to the “Executive Level II of the Federal Executive Pay scale” which is $183,300 for calendar year 2015.

6. Can I receive summer salary for my work on a sponsored program done during the academic year?
   No. Federal regulations stipulate that summer salary from sponsored programs “must be for actual work performed on the sponsored program from which the funds are paid and must be paid for personal services performed during the period stipulated.” In particular, a faculty member cannot be paid in the summer period for work that was done on a sponsored program in the previous 9-month academic year, nor can the faculty member be paid for work that will be done in the following 9-month academic year.

7. What is the process for receiving summer pay?
   The BSC initiates the summer pay documents for faculty. Faculty summer salary from externally sponsored research grants and contracts, regardless of the compensation level, must have approval by the department chair and dean, center or institute director.

8. If I am paid three months of summer salary from sponsored projects, can I write proposals or do substantial administrative work that is not grant related?
   No. If a faculty member received three months of summer salary from sponsored projects, the funding agencies do not allow time to write proposals, work on other research or perform significant administrative work. If a portion of the three months summer salary is paid by a discretionary or other non-sponsored account, then faculty member may work on proposals, other research and administrative duties with effort in proportion to the fraction of summer salary paid from the non-sponsored account.

Questions?

Please contact Louise Griffin, Director of Administration, Office of the Senior Vice Provost for Research at 603-862-0152 or by email to louise.griffin@unh.edu or Susan Zipkin, Manager, Accounting and Financial Compliance at 603-862-0609 or by email to susan.zipkin@unh.edu.

Resources

Research Office - Sponsored Programs Administration  
http://www.unh.edu/research/tools

UNH Additional Pay Policy  
http://www.usnh.edu/olpm/UNH/V.Pers/F.htm#7

NSF Grant Proposal Guide, December 2014  

NIH Grants Policy  

Academic Affairs Administration  
http://www.unh.edu/provost/administration.html

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Introduction

A faculty member can in limited cases be paid supplemental pay from sponsored program accounts during periods other than the summer (i.e., during the academic year), but such payments must be made with great care to ensure compliance with the rules and regulations of the sponsor, federal law and University of New Hampshire policy.

Note

This Note is written to provide specific guidelines for the payment of supplemental pay to faculty members from sponsored program accounts.

1. **What is supplemental pay?**

   Supplemental pay is a type of additional compensation for approved additional temporary professional responsibilities or assignments outside the faculty member's regular duties.

2. **What is the supplemental pay policy?**

   Occasional or sporadic intra-USNH professional work is considered to be within the regular responsibilities of the faculty member for which supplemental pay normally is not appropriate. However, certain situations may occur when it is necessary to make additional contributions to special programs, activities, symposia, or sponsored programs, i.e., which exceed what is normally expected. Pay in excess of the UNH IBS* (or full-time summer salary) during the IBS period (or summer period for AY faculty only) for temporary additional responsibilities or assignments may be allowed if approval is obtained as specified in UNH V.F.7.3.1 and time, pay, other, and additional approval limitations below are met.

   *If an employee is paid less than the equivalent of 100% IBS, additional compensation up to the 100% equivalent IBS for additional duties does not require external sponsor approval. However, approval from the appropriate UNH administrator is required.

3. **Is there a limit on the amount of supplemental pay I can earn?**

   Yes, the policy provides for both time and pay limitations.

4. **Time Limitations (one day per week average).** Consistent with the UNH Policy, the total time spent on additional professional responsibilities or assignments for which the faculty member may receive approved supplemental pay shall not exceed the equivalent on average of one day during each five-day academic-year week. In addition, the additional work must be temporary, i.e., short term in nature, typically no more than one year, although it may be renewable.

5. **Pay Limitations**

   Pay from a sponsored project may not be used during the IBS period to pay for work performed during the summer period, nor to pay for IBS period activities unrelated to the sponsored project. The pay rate for effort on non-federally-sponsored projects is subject to sponsor policies and/or the specific sponsored agreement terms.

   Pay from federally-sponsored projects during the faculty member's IBS period or during the summer period for AY faculty is based on and limited to the faculty member's IBS rate, calculated as a daily rate based on 195 days for AY faculty or for FY faculty, the number of work days in the fiscal year (260-262). Sponsor limitations, such as salary caps, must be observed.

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6. **Other Limitations**

UNH adheres to federal regulations, which prohibits supplemental pay on federally-sponsored projects unless a) the work is for a project director in a USNH department other than the faculty member's department and the work is clearly in addition to the faculty member's regular workload; or b) the work involves a separate or remote operation (e.g., a faculty member is assigned to work overseas or in some other location remote to UNH) and the work is clearly in addition to the faculty member's regular workload.

7. **Under what conditions can a faculty member receive supplemental pay from a sponsored program account during the academic year?**

Given the restrictive federal regulations, the payment of supplemental pay to a faculty member from a federally-sponsored program account for work performed during the academic year will be allowed only if all of the following conditions are met:

- The sponsor has been informed of the intent to pay a faculty member supplemental pay during the academic year and has provided approval in writing and in advance of the payment of the additional compensation.
- The work to be performed is a well-defined task of short duration (i.e., less than one year) that is included in the scope-of-work document of the sponsored program and separately identified in the project budget.
- The faculty member who will perform the work is (a) not a member of the same department as the PI of the sponsored program, and (b) the best individual available to perform the work.
- The work to be performed is clearly not related to the normal workload and performance expectations of the faculty member who will perform the work.
- The work will be performed outside normal work time (e.g., evenings, weekends, holidays, vacation days).
- In addition to these specific conditions, the following university requirements must also be met:
  - The supplemental pay to be paid, when added to all other additional compensation paid to the faculty member from all sources in the present calendar year, will not exceed the IBS percentage limit set by the policy.
  - The PI, department chairperson, dean and senior vice provost for research, have provided approval in writing and in advance of the payment of the supplemental pay using the UNH Supplemental Pay Questionnaire.

8. **Will I be held accountable for certifying to the sponsor that the work for which I received supplemental pay was actually performed?**

Federal regulations require that the payment of supplemental pay from a sponsored program account “must be for actual work performed on the sponsored program from which the funds are paid and must be paid for personal services performed during the period stipulated.” The faculty member will be required to file a Certification of Effort that documents and verifies the time and effort spent on the sponsored program during the period in which the work was carried out and for which the payment of additional compensation was made.

9. **Can I receive supplemental pay from more than one sponsored program account for work performed during the academic year?**

A faculty member may undertake work during the academic year and receive supplemental pay from more than one sponsored program account provided (a) the work does not interfere with the faculty member fulfilling his or her regular duties and responsibilities, (b) all of the conditions listed above are met in each case, (c) the supplemental pay questionnaire form is executed in each case, and (d) the total amount of additional compensation (from all types and sources) received for the calendar year does not exceed the IBS percentage limit.

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Questions?

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Resources

Research Office - Sponsored Programs Administration
http://www.unh.edu/research/tools
UNH Additional Pay Policy
http://www.usnh.edu/olpm/UNH/V.Pers/F.htm#7
Uniform Guidance - Compensation for Personal Services
Academic Affairs Administration
http://www.unh.edu/provost/administration.html

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