



April 19, 2012

Policy Guidelines for Charging Summer Semester Salary to Sponsored Grants and Contracts

This guideline outlines standards for faculty assigning their salary during the Summer semester to sponsored contracts and grants.

1. All salary charges to sponsored projects must be consistent with applicable university policies.
2. Salaries charged to sponsored projects must reflect the effort expended to those sponsored projects within the Summer semester.
3. Only activities directly related to the research project such as research, writing progress reports, attending research-related conferences and/or holding research meetings can be charged to a sponsored project. Non-related activities, such as preparing/submitted competitive proposals, non-sponsor-related research, attending department/school faculty meetings, teaching, teaching preparation, administrative work, university service, and attending non-sponsor-related conferences cannot be charged to sponsored projects.
4. Faculty are generally expected to be at the university for the period of the Summer semester assigned to the sponsored project(s) unless their research requires specific off-campus activities. Faculty working from an off-campus location must have arrangements in place to communicate with students, staff and other co-investigators working on the same sponsored project(s), and they must be able to be reached by university and funding agency officials. Faculty must also have arrangements in place to maintain oversight over research activities and facilities supported by sponsored projects. Faculty, whose contract or grant does not require specific off-campus activity, must have the approval of their supervisor and the Office of Research & Commercialization prior to commencing work off-campus.

Guideline Implementation:

1. No more than 2.5 months of salary may be charged to sponsored projects during the Summer semester, and no more than 85% of a faculty member's salary may be charged to a sponsored project(s) in any Summer semester period (Summer semester A, B, and C&D).

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2. Departments and/or research units may use Education & General funds and/or non-sponsored Contract & Grant funds, with proper approval from their unit head, to cover the 0.5 month period not allowed on sponsored projects. Other non-sponsored fund sources (e.g., foundation, auxiliary, C&G residual, and recovered overhead funds), may also be used, subject to the guidelines and restrictions of the fund sources.

Faculty are encouraged, with unit head approval, to assign salary to their sponsored projects when engaged in research during the academic year and use the E&G salary savings to support their Summer semester sponsored research activity.

3. The salary rate of pay for the Summer semester period must be equivalent to the base salary rate of pay during the academic year period.

4. Individuals who hold an appointment less than 1.0 F.T.E. may voluntarily write proposals or work on other university activities during the percentage of time not paid by the university.

5. Any exception exceeding the 2.5 month maximum or the 85% in any Summer semester period must be approved, in advance, by the faculty member's supervisor and the Office of Research & Commercialization.

If you have questions please contact Doug Backman, Office of Compliance, at 407-882-1168 (dbackman@ucf.edu)