



Summer Salary Procedures

I. PURPOSE:

To outline the standardized calculations procedures for summer salary requests; provide an overview of the responsibilities of the PIs, grant administrators, OSPRI, and SPA pertaining to summer salary; and to provide reasonable assurance that summer salary calculations are being administered in compliance with the provisions of contract or grant agreements, performance goals, and as required by [2 CFR, Part 200.430](#) Compensation – personal services, Cost Principles.

II. DEFINITIONS:

Academic Year (AY): Annual Fall and Spring semesters. For the purposes of summer pay and effort: the academic year runs mid-August through mid-May.

Additional Pay for Summer Sponsored Research form/Summer Salary Tool: This is the required campus document to request summer pay on any Sponsored Project. The PI should work in conjunction with their Department Administrator/Grant Administrator to ensure the form is accurately filled out before it is sent to Sponsored Projects Accounting for review and signature. This form is updated each year and can be found on the Sponsored Projects Accounting website.

Budget Variances: A periodic measure to quantify the difference between budgeted and actual figures for a particular accounting category. Small variances are expected between budgets and actuals, particularly in multi-year awards. Generally, such variances are permissible per federal regulations and institutional policies. Some sponsors have more restrictive terms and conditions which limit or altogether prohibit any variances in their awards. Ensuring compliance with any sponsor-specific terms as well as compliance with all applicable institutional, state, and federal regulations falls under the purview of Sponsored Projects Accounting.

Department Administrator/Grant Administrator: The individual who is responsible for providing support for the projects within their unit and is the primary point of administrative contact for the awards they support. They work directly with PIs, college-level finance teams, and their Sponsored Projects Accountant to support these projects. These administrators may be assigned to support projects within a singular department, or for a full unit or college (depending on college-level protocols). Regardless of whether these admins are supporting projects at the department, unit, or college level: the terms Department Administrator and Grant Administrator are used interchangeably to refer to the person in this primary support role.

Effort: The portion of time that the employee works on activities directly furthering the objectives of their Sponsored Research as a percentage of their total activities performed during the summer. Effort cannot be carried forward from work/activities performed during the AY. Summer effort is only tied to work/activities performed during the relevant summer and summer month. Further, if the employee is receiving summer salary from more than one Sponsored Project, then their funding needs to reflect



the same split as their effort percentage.

Effort Certification: All individuals—including PIs—receiving pay funded by sponsored sources must certify in a timely fashion that their effort during the period they were paid directly by the award benefitted said award's objectives. Effort certification is a federal requirement and compliance with this requirement is overseen by Sponsored Projects Accounting.

Institutional Base Salary (IBS): The annual salary of the employee, as it appears in HCM. An employee's total IBS includes all regular and continuing sources of compensation (including but not limited to contract salary as well as pay from administrative appointments). The IBS used for summer salary calculations should always match the amounts visible in HCM on the day that the calculation occurs. IBS should never be prorated for the purposes of summer salary or arbitrarily increased/decreased.

Pay Limits: Due to federal regulations and institutional policies, funding during the summer months (mid-May to mid-August) cannot exceed 3/9ths of the employee's IBS from all combined funding sources. Other sources of summer funding include internal grants, summer teaching, admin/chair appointments, and any other amounts not included in the Sponsored Research pay calculations as well as externally funded summer salary. Additionally, some sponsors limit the total number of summer months for which an individual can be compensated by a particular award to less than 3 full months. In such cases, as with all regulations pertaining to sponsored projects, the strictest rule wins out: the most restrictive limit will be enforced for employees seeking summer salary on projects with specific terms and conditions about the amount of time they can be compensated for on that sponsored project.

Summer: Months between the Spring and Fall semesters; falls outside of the Academic year. For the purposes of summer pay and effort, it runs from mid-May through mid-August.

Summer Salary: Compensation paid outside the academic year for work performed by the employee that directly benefits the objectives of the award which is funding the summer salary. Summer salary is paid from externally funded programs and thus originates from a different source than that generated by their regular appointment. Only faculty members with a nine-month appointment are eligible for summer salary.

III. PROCEDURES:

Administration and calculation of summer salary allocations requires significant coordination between Sponsored Projects Accounting (SPA), the Principal Investigator/Project Director (PI/PD), and the Department Administrator/Grant Administrator. **However, as with all aspects of award management, the primary responsible party is the Principal Investigator (PI).**

The procedures detailed below are in alignment with other institutions of higher education as well as all applicable federal regulations, state guidelines, and GAAP.

Offices of Sponsored Programs and Research Integrity (OSPRI) Responsibilities:



OSPRI reviews and approves budgets at the proposal stage and as necessary during the life of the award, including budget lines for summer salary. Summer salary amounts are calculated during the proposal stage based on the faculty member's Institutional Base Salary (IBS) at the time of the proposal. In the case of multi-year awards, a small allowance for merit increases (within 1-3% based on institutional policies and sponsor-specific terms) can be added to the IBS for use in calculating summer salary budget after the initial budget period.

The benefit rate that is used in the proposal must be the current benefit rate or the officially estimated rate provided by the Controller's Office. In the case of multi-year awards, estimates for future benefit rate increases after the initial budget period cannot be included in a proposal budget, according to federal regulations.

Principal Investigator/Project Director (PI/PD) Responsibilities:

PIs have the primary responsibility for determining whether the allocation of summer salary is appropriate for their specific project based on whether:

- Their effort will directly benefit the objectives of their award.
- The portion of time requested (e.g., 1 month, 1.5 months, etc.) aligns with the awarded budget.
- The request for summer salary is not in violation of any applicable regulations or more than the maximum 3/9ths pay allowed during a summer across all funding sources.

As salaries and benefit rates increase year-over-year, amounts will not match what is in the awarded budget if the portion of time requested matches what is in the budget justification. It is therefore the PI's responsibility to work with their Department Administrator/Grant Administrator who is regularly reconciling their project to verify that there are sufficient funds available to cover any sort of variances. This verification should occur **before** the PI finalizes their summer salary request and before they sign the Additional Pay for Summer Sponsored Research form.

Department Administrator/Grant Administrator Responsibilities:

UCCS Department Administrators/Grant Administrators who are charged with supporting PIs with their sponsored projects calculate summer salary amounts using the standardized Summer Salary Tool created for campus based on input received from their PIs.

- Route the Additional Pay for Summer Sponsored Research form for signatures.
- Work with their HRL and/or HR directly to ensure the transactions are applied correctly based on the effort breakdown on the signed form.
- Reconcile the project ST to ensure all expenses are accurate and review the financials with their PIs monthly.
 - Regular reconciliation of all supported sponsored projects is one of the standard responsibilities of a Department Administrator/Grant Administrator. Projects should be reconciled prior to requesting summer salary and the financials should be reviewed with the PI before the summer pay calculations are performed and the Additional Pay for Summer Sponsored Research form is routed to verify funds are available and budget variances are not significant.



Sponsored Projects Accounting (SPA) Responsibilities:

Sponsored Projects Accounting provides the final review of all submitted summer salary requests. All Additional Pay for Summer Sponsored Research forms should be routed (by the HRL or Department Administrator/Grant Administrator depending on each unit's individual procedures for processing summer salary) to the Director of Sponsored Projects Accounting to ensure this review is completed prior to any transactions being processed in HCM. The Director of Sponsored Projects Accounting reviews summer salary for allowability and ensures that summer salary for the employee in question is included in the budget justification and that the pay requested does not exceed the employee's pay limits for the summer (3/9ths of the employee's IBS from all combined funding sources, or less, in cases where specific awards have more restrictive terms). Sponsored Projects Accounting is not responsible for identifying variances in the requested amount in terms of salary or the benefits rate; rather the Director of Sponsored Projects Accounting verifies that all supporting documentation was received, the calculations were performed in accordance with standardized campus practices, and the values supplied for the IBS match what is visible in HCM at the time of the request. Please reach out to your Sponsored Projects Accountant with any questions.