I. PURPOSE

This guideline is provided for faculty who, in addition to their ten-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 GSU for an employee’s appointment, whether the individual’s time is spent on research, teaching, administration, or other activities. For nine-month appointments, IBS is for the nine-month period. For 12-month appointments, IBS is for annual compensation. The compensation relevant in determining IBS is the amount that is established by the appointment letter or employment agreement and paid through OneUSG. IBS does not include amounts paid as bonuses, honoraria, housing allowance, tuition reimbursement, or non-compensatory benefits. IBS does not include one-time payments for a one-time event or activity paid extra service pay (see Extra and Supplemental Compensation on Externally Sponsored Projects Compensation procedure). Summer salary is paid to faculty for research completed in addition to their nine-month academic appointment and is considered IBS.

Note: Institutional Base Salary:

- May not increase because of replacing University salary funds with sponsor project funds.
- Is established by the University in an appointment letter, or other similar documentation, regardless of the source of funds.
- Includes regular salary, as well as any second assignment such as chair of a department.
III. GUIDANCE

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.
- Pay for summer salary and charges to sponsored programs must occur after the work is performed.
- Department/College officials are responsible for ensuring compliance prior to requesting summer payments through OneUSG.
- 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 same 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/contract to which the salary is being charged.

- All effort and corresponding salary charged to any sponsored project(s) must follow sponsor and GSU 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 monthly with the effort provided.
- Effort expended during the academic year cannot be “banked” and counted toward summer effort.
- College Research Officers and Department Human Resource Officers are responsible for ensuring adherence to these guidelines.

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 GSU’s reputation. For compliance assistance, contact the Office of Sponsored Proposals and Awards (OSPA).