

**Faculty Summer Research Salary**  
***Additional Compensation Pay Request***

Faculty are eligible to receive up to 1/3 of their 9-month academic salary as compensation for time spent working on research projects during the summer term. Salary is paid directly from funds awarded for the sponsored project on which they are working. Summer salary is not subject to retirement contributions.

In order to initiate payment of summer salary for research effort, the faculty member must complete a Faculty Summer Research Salary form.

1. Enter the name, employee ID number, and phone number of the faculty member to be paid.
2. Select their department from the drop down box.
3. Enter a contact number and phone number, if different from the payee.
4. Enter the first sponsored project fund number (e.g., RGXXXX).
5. Type the amount per pay period. Plan on ½ of a month's salary for May and August, unless a greater percent effort can be documented.
6. Click on the radio button next to the month the salary is to be paid. The faculty member must be paid in each of the months they conduct their research.
7. The payee should sign the form.
8. Send to Grants in Financial and Accounting Services (FAS) for approval.

Additional compensation payments of \$1,000 or more must be signed by the appropriate Dean before they can be sent to the Human Resources Department.

To avoid delays in receiving payment, make sure to submit a completed form by the 10<sup>th</sup> of the month.

Example:

A faculty member earning \$45,000 for a 9-month appointment will be working exclusively on a research grant during the summer term. Funds are budgeted in RG0XXX to pay his or her salary and fringe benefits.

Total compensation for the summer is limited to \$15,000. Request \$2,500 each for May and August; \$5,000 each for June and July.