GUIDELINES ON FACULTY SUMMER SALARIES
SUMMER 2013

General Information

1. Faculty summer salary may be earned during the period between May 16th and August 15th. Faculty members who conduct research to earn summer salary may not be paid additional university funded salary for effort performed during the same period. Summer salary on sponsored project funds must comply with Rice University Policy No. 311 and related procedures.

2. A faculty member may be compensated for summer months not included in his/her academic appointment at a semi-monthly rate not to exceed the approved semi-monthly rate of his/her academic appointment. For example, a faculty member with a nine-month appointment can be compensated up to 1/18th of his/her annual academic salary rate for up to 6 pay periods.

3. Summer salaries will be paid on the semi-monthly payroll cycle. Separate checks will not be issued.

4. Completed Faculty Summer Salary Authorization forms should arrive in the Payroll Office prior to May 1st for checks to be issued May 31st. Summer salary requests or changes for later periods should arrive in the Payroll Office prior to the 1st of the month for payment on the 15th or prior to the 16th of the month for payment on the last day of the month. All summer salary requests should arrive in the Payroll Office by August 1st. Failure to adhere to these dates will delay any payments to the next payroll cycle.

Charging Grants and Contracts

5. Charges to grants and contracts for summer sponsored research activities must be consistent with the level of effort devoted to each grant or contract during the period and with the funding provided. This effort must be subsequently certified on the faculty member’s semi-annual Effort Report, which includes faculty summer salary charges on sponsored projects.

6. All federal awards require the written approval of the agency for reductions of 25% or more in the committed level of effort by the Principal Investigator / Project Director. This regulation is applicable to federal flow-through awards and may be applicable to other sponsors as well.

7. Additional agency restrictions may also be applicable and the restrictions in the terms of the award must be met. Some of these restrictions by agency include:

- **National Science Foundation (NSF)** salary is limited to no more than 2/9ths of regular annual academic salary per year. This two-month limit applies to all salary charged to NSF salary – both allowable academic year salary plus summer salary. [Note: Effective with proposals to NSF on or after 01/05/09, this two-month limit for NSF support may include academic year effort. Check Fund Text or the proposal database in WebApps to determine date of proposal submission.] This limitation includes salary received from all NSF-funded projects. These awards are identified in Banner with R3xxxx, R73xxx, or R74xxx fund numbers.
National Institutes of Health (NIH) salary is subject to a variable annual cap. The salary cap in effect at the time of payment applies, even if a lower amount was used in calculating the award. Awards with FY 2012 funding notices issued by NIH on or after December 23, 2011 or with FY 2013 funding notices are subject to a limit of $179,700 for a 12-month period ($134,775 for a nine-month appointment or $7,487.50 per pay period). See the Research and Cost Accounting (RCA) website for additional information on the NIH salary cap.

Approved salaries above the NIH limit may be paid with non-sponsored funds. Please contact RCA (email: rchacctg@rice.edu) for calculation assistance.

The salary cap limitations apply to all NIH awards received directly from NIH plus those received as NIH flow-through subawards. They are identified in Banner with R2xxx, R70xxx, R72xxx, R7Fxxx or R7Gxxx fund numbers.

Cancer Prevention Research Institute of Texas (CPRIT) salary may be subject to an annual cap. Most CPRIT awards have a salary cap of $200,000 for a 12-month appointment, or $8,333.33 per pay period; approved salaries above this CPRIT limit may be paid with non-sponsored funds. Some CPRIT awards have exceptions to this limitation and will allow higher salary amounts. Refer to the specific award terms and conditions to determine if the salary limit is applicable. Please contact RCA (email: rchacctg@rice.edu) for calculation assistance. Approved salaries above the CPRIT limit may be paid with non-sponsored funds. CPRIT awards are identified in Banner with R8xxxx fund numbers and “CPRIT” in the fund title.

Norman Hackerman Advanced Research Program (NHARP) salary is limited to a maximum of $3,000 summer salary. This limitation includes salary received from all NHARP funded grants. These awards are identified in Banner with R8xxxx fund numbers and “NHARP” in the fund title.

Petroleum Research Fund (PRF) support for summer salary per budget year is limited to $7,500, including fringe benefits, per budget year for no more than two years. Note: Summer salary for the PI is allowed only if it is included in the approved budget.

Welch Foundation awards (R4xxxx funds) no longer allow faculty salary.