



## Sponsored Research Summer Salary

Office of Research

*Effective Date:* July 15, 2019

*Last Update:* April 29, 2021

### I. Policy Summary

Faculty and instructional staff on nine-month contracts who work on sponsored research projects during the summer months are eligible to earn up to one-third of their academic year salary.

### II. Policy Purpose

The purpose of this policy is to establish eligibility requirements and expectations for those working on sponsored research projects during the summer months.

### III. Policy Scope and Applicability

This policy is in effect for all units of NJIT and applies to all sponsored programs.

### IV. Definitions

**Faculty** - all full-time employees with the tenure-track ranks of assistant professor, associate professor, professor, and distinguished professor.

**Instructional staff** - the university's academic ranks who hold non-tenure track positions, including university lecturers and professors of practice.

**Annual Memorandum** – Document published yearly by the Senior Vice Provost for Research to the community with instructions, pay dates and deadlines relating to Summer Research work.

### V. Policy Statement

1. The specific dates that cover summer salary will be distributed in a memorandum each spring by the senior vice provost for research. Generally, this period covers from the end of one academic year to the beginning of the next academic year, roughly mid-May to mid-August.
2. Effort expended during the academic year does not qualify for sponsored research summer salary. If the sponsored research project ends prior to the end of the summer period, earnings can only be accumulated up until the end date of the sponsored research project.
3. An investigator who receives 100% of their summer salary from sponsored projects for a pay period is not allowed time to write proposals, work on other research, or do significant administrative work beyond de minimis activity (e.g., brief consultation with graduate students not working on the sponsored project(s), handling brief non-project-related phone call or email, or attending an occasional administrative meeting) during the period for which that

summer salary is received.

4. Effort reporting is required for the portion of the summer for which summer research salary is paid.
5. Sponsoring agencies may have additional requirements or restrictions on summer salary that need to be adhered to, such as
  - a. National Science Foundation (NSF): As a general policy, NSF limits salary compensation for senior project personnel to no more than two months of their regular salary in any one year. This limit includes salary compensation received from all NSF-funded grants.
  - b. National Institutes of Health (NIH): NIH will not allow requested summer salary above its published salary cap. If summer salary is requested above the salary cap, NIH will reduce that line item to the salary cap, resulting in a reduced total award amount.

## **VI. Procedures**

The completed online Personnel Action Form (PAF) signed by the PI, and fully approved by the Dean, must be submitted as instructed on the Annual Memorandum. The PAF must clearly indicate:

1. the total dollar amount to be paid,
2. the six-digit Banner Finance index(es) to incur the expense,
3. the summer research account code 614024,
4. the dates of the research effort which must align with the summer period as per memo
5. must also briefly describe the work corresponding to the summer research payments

## **VII. Roles & Responsibilities**

**Principal Investigator** - The PI with support from their administrative staff or business managers must review his/her grants to ensure that summer salary is charged in compliance with the terms and conditions from the sponsor, the Annual Memorandum and this policy. In addition, the PI will ensure that Dean/Department signature is properly acquired.

**Office of Research** – The grant accountant will review the personal action form for budget availability and grant compliance. Once reviewed and approved by executive director, it will be routed to the budget office for approval.

## **VIII. Authority and Responsibility**

The Office of Research has institutional authority for the matters addressed in this policy. Questions related to this policy are to be directed to the executive director, sponsored research programs administration.

## **Related Policies and Regulations**

[3.8 Policy on Time and Effort Reporting and Certifications](#)