

GUIDELINES ON FACULTY SUMMER SALARIES SUMMER 2020

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 in Adobe Sign should be in RCA's queue prior to May 1st for checks to be issued May 31st.** Summer salary requests or changes for later periods should be **in RCA's queue** 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 be **in RCA's queue** by August 1st. Failure to adhere to these dates will delay any payments to the next payroll cycle.

Charging Sponsored Projects

5. Charges to sponsored projects for summer sponsored research activities must be consistent with the level of effort devoted to each sponsored project 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)** as a general policy limits salary for senior personnel to no more than 2/9 months of their regular salary per year for all NSF projects. This two-month limitation applies to both academic year salary and summer salary paid in an annual period of August 16 to August 15 the following year. NSF projects include awards received directly from NSF, plus those received as NSF flow-through subawards. NSF awards are identified in Banner with CFDA# **47.xxx** (see Fund Code Download in WebApps).

If anticipated at the time the proposal is submitted, compensation for such personnel in excess of two months must be disclosed in the proposal budget, justified in the budget justification, and must be specifically approved by NSF in the award notice budget. However, under normal rebudgeting authority, Rice can internally approve an increase in senior personnel person months that exceeds the two month salary policy, as long as that change does not change the objectives or scope of the project. If there is a change in objectives or scope of the project, please submit the NSF prior approval with the Summer Salary Form.

- ❖ **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. Effective at Rice as of pay period 2020 SM2 (January 16, 2020), the NIH salary cap limit is \$197,300 for a 12-month period (**\$147,975 for a nine-month appointment or \$8,221 per pay period**). For salaries above this limit, NIH effort must be supplemented by non-sponsored funds. [NIH Salary Cap worksheet](#) must be included with the Summer Salary Form.

The salary cap limitation applies to all NIH funded projects including awards received directly from NIH, plus those received as NIH flow-through subawards. NIH awards are identified in Banner with CFDA# **93.xxx** (see Fund Code Download in WebApps).

- ❖ **Cancer Prevention Research Institute of Texas (CPRIT)** salary may be subject to an annual cap of \$200,000 for a 12-month period (**\$150,000 for a nine-month appointment or \$8,333.33 per pay period**). If the award is subject to the salary cap limitation and the salaries are above this limit, CPRIT effort must be supplemented by non-sponsored funds. [CPRIT Salary Cap worksheet](#) must be included with the Summer Salary Form.

The salary cap limitation applies to most CPRIT awards*, whether funded directly by CPRIT or received as CPRIT flow-through subawards. CPRIT awards are identified in Banner with CFDA# **TX.CPRIT** (see Fund Code Download in WebApps).

** While most CPRIT awards and subawards are subject to the salary cap, some CPRIT projects are exempt from this limitation and will allow higher salary amounts. Refer to the specific award terms and conditions to determine if the salary limit is applicable; Fund Text for an individual project will also indicate if the award is exempt from the salary cap.*

- ❖ **American Chemical Society Petroleum Research Fund (ACS PRF)** support for summer salary is limited to \$8,000, including fringe benefits, per budget year, for a maximum of two years. Note: Summer salary for the PI is allowed only if it is included in the approved budget.