This is to guide Principal Investigators and Department Research Administrators in processing summer salary payments for eligible faculty members who perform sponsored research activities during the summer months.

- If a faculty member did NOT receive summer salary in the past, then a Hire Form must be used. The Hire Form will generate a separate job and position specifically for the summer research.

- If a faculty member did receive summer salary in the past, please select the position with the job title "SMR PROF RES-FACULTY."

- Monthly salary rates are calculated based on the previous academic year's (AY) salary. Monthly rates cannot exceed 1/9 of the previous year’s academic year salary.
  - Example: AY17 Salary $150,000
    
    2018 Summer Salary = $150,000 / 9 = $16,666.67

- All ECR/Hire Forms, for summer salary faculty members, are routed to the Provost's Office for approval before coming to the OSP Team.

**NIH**

- For 2018 summer salary under NIH awards, the NIH salary cap of $189,600 (effective 1/7/2018) must be considered.

- The new NIH salary cap of $189,600 should be applied to all competing and non-competing awards with an issue date (see award letter) on/after January 7, 2018.

- NIH 9-month salary rate equivalent is $142,200 ($189,600 / 12 x 9).

**NSF**

- Summer salary paid under NSF grants/sponsored projects cannot exceed 2/9 of the previous year’s academic year salary.