

Policy on Faculty Summer Salary Charged to Sponsored Projects

In order to ensure that the University of San Diego continues to be in compliance with all regulations applicable to federal and non-federal sponsored projects, the following policy covering charging faculty summer salary on sponsored projects will be enforced:

1. All salary charges to sponsored projects must be consistent with applicable University policies, including the policy on Effort Certification. Summer salary charged to sponsored projects must only include compensation for the effort expended on those sponsored projects during the three summer months (June, July and August).
2. Only activities directly related to the research project such as research, writing progress reports and manuscripts, attending research-related conferences and/or holding research meetings, can be charged to a sponsored project. Non-related activities, such as preparing/submitted unrelated competitive proposals, non-sponsor-related research, vacations, attending department/school faculty meetings, teaching, teaching preparation, administrative work, university service, and attending conferences not related to the sponsored project, cannot be charged to sponsored projects. This rule applies not only to the PI but also to all researchers whose summer salary is charged to the sponsored project.

Policy Implementation Guidelines

1. Up to 2.5 months of summer salary (2.0 months for NSF grants) may be charged or donated to sponsored projects. Effort certification will be the formal documentation of compliance. Specifically,
 - a. Effort expended during the academic year does not satisfy a commitment related to the receipt of summer salary and vice versa.
 - b. Effort certification for the summer only includes the activities for which the faculty member earned summer salary or donated effort in that period.
2. Any exception exceeding the 2.5 months maximum that can be charged or donated to sponsored projects during the summer will require an additional statement of justification by the faculty member indicating the full extent of that summer's effort. Such a request will require the prior approval of the faculty member's department chair/team lead, dean, and the Vice Provost.
3. Time committed as cost-sharing and donated to a sponsored project is included in Effort Reporting and will count towards the 2.5 month maximum of summer effort.
4. Non-sponsored funds may be used to cover salary for any portion of the summer, including the remaining 0.5 month not allowed on sponsored projects. University funds that were allocated for purposes other than faculty salary support may not be used for summer salary support. Other restricted funds (e.g., gifts and endowments) may also be used, but are subject to the guidelines and restrictions of the sources as well as prior chair and dean approval.
5. If a faculty member has multiple appointments with different contract periods (such as 9 and 12 months), the time available during summer for sponsored research must exclude the time spent on the 12 month appointment.
6. The rate of pay for one full month of summer salary should be equivalent to the aggregate monthly salary rates from all paid appointments during the academic year. Paid appointments are those appointments the pay for which counts towards the faculty member's benefits-based salary.