

Policy on Faculty Summer Salary Charged to Sponsored Projects

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 [Effort Certification](#) requirements on sponsored programs. 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 work under an agreement, such as research, delivering special lectures about specific aspects of the ongoing activity, writing reports and manuscripts, developing and maintaining protocols (human, animals, etc.), managing substances/chemicals, managing and securing project-specific data, coordinating research subjects, participating in appropriate seminars, consulting with colleagues and students, and attending or hosting research/project-related meetings and conferences, 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 three months of summer salary (or another cap determined by the funding agency) 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. Time committed as cost-sharing and donated to a sponsored project is included in the effort reporting required by the University and will count towards the three-month maximum of summer effort.
3. Non-sponsored funds, such as university funds and other restricted funds (e.g. gifts and endowments), allocated for purposes of faculty salary support may be used to cover salary for any portion of the summer as long as the extra pay adheres to [USD Policy 3.4.2 – Institutional Base Salary and Extra Service Pay](#).
4. The rate of pay for summer salary should be based on the institutional base salary rate as defined in [USD Policy 3.4.2 – Institutional Base Salary and Extra Service Pay](#). Other extra pay, including teaching extra courses during the summer, should fall within USD instructional salary structures and pay ranges.