



Summer Salary

- Nathan Dunnigan- ASU School of Computing, Informatics, and Decision Systems Engineering
- Jeffrey Walker- ASU Edson College of Nursing and Health Innovation

Tri-University

Research Administration Conference



Agenda

- Key Definitions
- Summer Salary Calculation
- NIH
- Template and Examples
- DOD
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- More Templates and Examples

Key Definitions

- Institutional Base Salary (IBS) – The annual compensation paid for an individual's appointment whether the time is spent on research, teaching, administration, or other activities.
- Summer Salary – Any compensation paid during the summer period to an individual in excess of their IBS.
- Expanded Authority – Expanded authorities are operating authorities provided to grantees by federally sponsored agencies which waive the normally-required sponsor prior approval for specific actions.

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Summer Salary Calculation

- The summer salary is calculated and paid at a percent effort rate not in excess of the individual's official IBS divided by the number of months in the period in which that IBS is paid.
 - Example – The maximum summer salary for a 9-month \$90,000 appointment is calculated:
 - IBS/summer period
 - $\$90,000/3 = \$30,000$

NIH


NIH salary cap

- The Consolidated Appropriations Act, 2021, Public Law 116-260, signed into law on December 27, 2020, restricts the amount of direct salary, which may be paid to an individual under an HHS grant, cooperative agreement, or applicable contract to a rate no greater than Executive Level II of the Federal Executive Pay Scale. Effective January 3, 2021, the Executive Level II salary level is \$199,300. (NOT-HS-21-007)
 - FY Cap = **\$199,300**
 - AY Cap = $\$199,300/12*9 = \mathbf{\$149,475}$
 - Summer Cap = $\$149,475/3 = \mathbf{\$49,825}$


When is Sponsor approval required to increase or decrease PI effort

- The recipient is required to submit a prior approval request to the GMO if reducing time devoted to the project by 25% or more from the level that was approved at the time of initial competing year award. Once agency approval has been given for a significant change in the level of effort, then all subsequent reductions are measured against the approved adjusted level. (8.1.2.6)

Template

	A	B	D	E	F	G	H	I	J
1				Pay Allocation Form & Summer Research Position Letter					
2				SUMMER Research Positions ONLY					
3									
4									
5									
6									
7	Employee Name: _____ Jane Doe			Total Summer salary: =F31					
8	Employee ID: xxxxxxxxxxxx			Actual Expected Pay per Summer pay period =J7/G31					
9	Position Number: xxxxxx			Academic year salary: 90000					
10				Total allowable Summer salary: =J9/3					
11				Total allowable pay per Summer pay period: =J10/G31					
12									
13	Summer Pay Distribution								
14	Account #	% Distribution: Actual	% Distribution: PeopleSoft	\$ Total Salary Dollars	# of pay periods	Notes			
15	GRxxxxx	1	=B15/\$B\$31	=B15*\$J\$11*G15	6				
31	Total	=SUM(B15:B21)	=SUM(D15:D21)	=SUM(F15:F29)	6				
32									
33									
34	Pay Period	Account	PI Name	Salary Charged	Subtotals by Project	Notes			
35	05/17/21 - 05/30/21	=A\$15	Jane Doe	=B\$15*\$J\$11					
36	05/31/21 - 06/13/21	=A\$15		=B\$15*\$J\$11					
37	06/14/21 - 06/27/21	=A\$15		=B\$15*\$J\$11					
38	06/28/21 - 07/11/21	=A\$15		=B\$15*\$J\$11					
39	07/12/21 - 07/25/21	=A\$15		=B\$15*\$J\$11					
40	07/26/21 - 08/08/21	=A\$15		=B\$15*\$J\$11					
41					=SUM(F35:F40)				
78	Total Summer Salary				=SUM(G35:G55)				

Example 1: The PI is paid \$90,000 over the academic year. They will be paid at 100% effort over the summer. What is the total summer salary?

	A	B	D	E	F	G	H	I	J	
1					Pay Allocation Form & Summer Research Position Letter					
2					SUMMER Research Positions ONLY					
3										
4										
5										
6										
7	Employee Name: <u>Jane Doe</u>				Total Summer salary: \$ 30,000.00					
8	Employee ID: <u>xxxxxxxxxx</u>				Actual Expected Pay per Summer pay period \$ 5,000.00					
9	Position Number: <u>xxxxx</u>				Academic year salary: \$ 90,000.00					
10					Total allowable Summer salary: \$ 30,000.00					
11					Total allowable pay per Summer pay period: \$ 5,000.00					
12										
13	Summer Pay Distribution									
14	Account #	% Distribution: Actual	% Distribution: PeopleSoft	\$ Total Salary Dollars	# of pay periods	Notes				
15	GRxxxxx	100%	100%	\$ 30,000.00	6					
31	Total	100%	100%	\$ 30,000.00	6					
32										
33										
34	Pay Period	Account	PI Name	Salary Charged	Subtotals by Project	Notes				
35	05/17/21 - 05/30/21	GRxxxxx	Jane Doe	\$ 5,000.00						
36	05/31/21 - 06/13/21	GRxxxxx	Jane Doe	\$ 5,000.00						
37	06/14/21 - 06/27/21	GRxxxxx	Jane Doe	\$ 5,000.00						
38	06/28/21 - 07/11/21	GRxxxxx	Jane Doe	\$ 5,000.00						
39	07/12/21 - 07/25/21	GRxxxxx	Jane Doe	\$ 5,000.00						
40	07/26/21 - 08/08/21	GRxxxxx	Jane Doe	\$ 5,000.00						
41					\$ 30,000.00					
78	Total Summer Salary				\$ 30,000.00					

Example 2: The PI is paid \$90,000 over the academic year. They will be paid at 50% effort on Grant 1 and 25% effort on Grant 2 over the summer. What is the total summer salary?

ASU Edson College of Nursing and Health Innovation Arizona State University		Pay Allocation Form & Summer Research Position Letter SUMMER Research Positions ONLY			
Employee Name:	Jane Doe	Total Summer salary:	\$	22,500.00	
Employee ID:	xxxxxxxxxx	Actual Expected Pay per Summer pay period:	\$	3,750.00	
Position Number:	xxxxx	Academic year salary:	\$	90,000.00	
		Total allowable Summer salary:	\$	30,000.00	
		Total allowable pay per Summer pay period:	\$	5,000.00	
Summer Pay Distribution					
Account #	% Distribution: Actual	% Distribution: PeopleSoft	\$ Total Salary Dollars	# of pay periods	Notes
GR1xxxx	50%	67%	\$ 15,000.00	6	
GR2xxxx	25%	33%	\$ 7,500.00	6	
Total	75%	100%	\$ 22,500.00	6	
Pay Period	Account	PI Name	Salary Charged	Subtotals by Project	Notes
05/17/21 - 05/30/21	GR1xxxx	Jane Doe	\$ 2,500.00		
05/31/21 - 06/13/21	GR1xxxx	Jane Doe	\$ 2,500.00		
06/14/21 - 06/27/21	GR1xxxx	Jane Doe	\$ 2,500.00		
06/28/21 - 07/11/21	GR1xxxx	Jane Doe	\$ 2,500.00		
07/12/21 - 07/25/21	GR1xxxx	Jane Doe	\$ 2,500.00		
07/26/21 - 08/08/21	GR1xxxx	Jane Doe	\$ 2,500.00		
				\$ 15,000.00	
05/17/21 - 05/30/21	GR2xxxx	Jane Doe	\$ 1,250.00		
05/31/21 - 06/13/21	GR2xxxx	Jane Doe	\$ 1,250.00		
06/14/21 - 06/27/21	GR2xxxx	Jane Doe	\$ 1,250.00		
06/28/21 - 07/11/21	GR2xxxx	Jane Doe	\$ 1,250.00		
07/12/21 - 07/25/21	GR2xxxx	Jane Doe	\$ 1,250.00		
07/26/21 - 08/08/21	GR2xxxx	Jane Doe	\$ 1,250.00		
				\$ 7,500.00	
Total Summer Salary				\$ 22,500.00	

Example 3: The PI is paid \$175,000 over the academic year. They will be paid at 50% effort on Grant 1, 20% effort on Grant 2, and 20% on Grant 3 over the summer. All three grants are funded by NIH. What is the total summer salary?

	A	B	D	E	F	G	H	I	J	K	L	M	N	
1														
2	ASU Edson College of Nursing and Health Innovation			Pay Allocation Form & Summer Research Position Letter										
3	Arizona State University			SUMMER Research Positions ONLY										
4														
5														
6														
7	Employee Name: Jane Doe									Total Summer salary: \$ 44,842.50			NIH Cap	No Cap
8	Employee ID: xxxxxxxxxxxx									Actual Expected Pay per Summer pay period \$ 7,473.75			44,842.50	52,500.00
9	Position Number: xxxxxx									Academic year salary: \$ 149,475.00			7,473.75	8,750.00
10							Total allowable Summer salary: \$ 49,825.00			149,475.00			175,000.00	
11							Total allowable pay per Summer pay period: \$ 8,304.17			49,825.00			58,333.33	
12														
13	Summer Pay Distribution													
14	Account #	% Distribution: Actual	% Distribution: PeopleSoft	\$ Total Salary Dollars	# of pay periods	Notes			NIH Cap	No Cap	Difference			
15	GR1xxxx	50%	56%	\$ 24,912.50	6				24,912.50	29,166.67	(4,254.17)			
16	GR2xxxx	20%	22%	\$ 9,965.00	6				9,965.00	11,666.67	(1,701.67)			
17	GR3xxxx	20%	22%	\$ 9,965.00	6				9,965.00	11,666.67	(1,701.67)			
31	Total	90%	100%	\$ 44,842.50	6				44,842.50	52,500.01	(7,657.51)			

DOD

DOD Salary Restrictions

- As a general policy, DOD limits senior PI effort to the approved proposal budget.
- DOD compensation is based on effort in the approved budget
- Academic Year salary per pay period is less than Summer salary per pay period

When is Sponsor approval required due to a change in PI effort?

- If PI requests a 25% or more **reduction** in effort, the grant manager is required to submit a Budget Revision request via the Sponsored Research Office seeking formal DOD sponsor approval, from DOD Program Officer.
- Suggested to notify Program Officer when PI wishes to devote additional effort

NSF Salary Restrictions

- NSF funds may not be used to increase the base salaries of project personnel
- NSF funds may not be used to reimburse faculty members for consulting or other time
- As a general policy, NSF limits senior personnel salary compensation to no more than two months of their regular salary in any one year.
- 2 month rule does not apply to NSF cost share commitments
- At proposal time, exceptions to salary limitations should be 1) disclosed in the proposal budget and 2) justified in the budget justification
- NSF compensation limit is based on effort rather than dollars

additional Info: <https://researchadmin.asu.edu/salaries-wages-and-ere#NSF%20Salary%20Limitations>

NSF

NSF Salary Calculations

- Summer salary pp > AY salary PP
- AY Salary = **\$108,000**
 - AY salary per pay period = $\$108,000 / 20 = \$5,400$
 - Summer salary per pay period $\$108,000 / 18 = \$6,000$

When is Sponsor approval required due to a change in PI effort?

- Under normal rebudgeting authority, as described in Chapters [VII](#) and [X](#), a grantee can internally approve an increase or decrease in person months devoted to the project after an award is made, even if doing so results in salary support for senior personnel exceeding the two-month salary policy.
- No prior approval from NSF is necessary unless the rebudgeting would cause the objectives or scope of the project to change. Changes to PI effort which impact the objectives or scope of work, require prior NSF approval, using the NSF Fastlane's notifications module.

https://www.nsf.gov/pubs/policydocs/pappg19_1/pappg_2.jsp

Template and Examples

Example 1:

The PI AY salary is \$120,000. They will be paid at 100% effort over the summer. What is the total summer salary? What's total NSF effort?

CIDSE Summer Faculty Pay										PS position set up	Updated parition mapping	Notes	paid	
Name:	Joe Smith					ASUID:	123456789							
AY Salary @100%:	\$120,000.00					Pay Period Rate (grossed up):	\$6,666.67							
Summer 2020	Position #	POS Title	FTE	\$ P/P	Cost Center	PG/GR/GF	Amount (\$)	Reason for Summer Pay						
May 18 - May 31	144101	SW Research	1.000	1.00	CC0137	NSF GRANT	\$6,666.67	Work on Research Deliverables		ND	ND			
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
Pay Period 1 Total:							\$6,666.67							
June 1 - June 14	124690	SW Research	1.000	1.00	CC0137	NSF GRANT	\$6,666.67	Work on Research Deliverables		ND	ND			
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
Pay Period 2 Total:							\$6,666.67							
June 15 - June 28	124690	SW Research	1.000	1.00	CC0137	NSF GRANT	\$6,666.67	Work on Research Deliverables		ND	ND			
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
Pay Period 3 Total:							\$6,666.67							
June 29 - July 12	124690	SW Research	1.000	1.00	CC0137	NSF GRANT	\$6,666.67	Work on Research Deliverables		ND	ND			
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
Pay Period 4 Total:							\$6,666.67							
July 13 - July 26	124690	SW Research	1.000	1.00	CC0137	GIFT account	\$6,666.67	Work on Research Deliverables		ND	ND			
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
Pay Period 5 Total:							\$6,666.67							
July 27 - August 9	124690	SW Research	1.000	1.00	CC0137	DOD grant	\$6,666.67	Work on Research Deliverables		ND	ND			
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
Pay Period 6 Total:							\$6,666.67							
							Total Summer Pay:							
							\$40,000.00							
<i>See attached PI approval</i>														
Faculty Signature				Date										
Accountant Signature				Date		Director Signature		Date						

Template and Examples

Example 3:

- PI AY pay = \$120,000. Earlier in the year, the PI bought out teaching a course and 1 month salary charged to his NSF grant. He wants to charge half his summer to NSF grants, 2 pp to DOD and 1 pp to gift account. Considerations?

CIDSE Summer Faculty Pay										PS position set up	Updated parition mapping	Notes	paid	
Name:	Joe Smith					ASU ID:	123456789							
AY Salary @100%:	\$120,000.00					Pay Period Rate (grossed up):	\$6,666.67							
Summer 2020	Position #	POS Title	FTE	# P/P	Cost Center	PG/GR/GF	Amount (\$)	Reason for Summer Pay						
May 18 - May 31	144101	S'w Research	1.000	1.00	CC0137	NSF GRANT	\$6,666.67	Work on Research Deliverables						
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
Pay Period 1 Total:							\$6,666.67							
June 1 - June 14	124630	S'w Research	1.000	1.00	CC0137	NSF GRANT	\$6,666.67	Work on Research Deliverables						
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
Pay Period 2 Total:							\$6,666.67							
June 15 - June 28	124630	S'w Research	1.000	1.00	CC0137	NSF grant	\$6,666.67	Work on Research Deliverables						
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
Pay Period 3 Total:							\$6,666.67							
June 29 - July 12	124630	S'w Research	1.000	1.00	CC0137	DOD grant	\$6,666.67	Work on Research Deliverables						
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
Pay Period 4 Total:							\$6,666.67							
July 13 - July 26	124630	S'w Research	1.000	1.00	CC0137	GIFT account	\$6,666.67	Work on Research Deliverables						
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
Pay Period 5 Total:							\$6,666.67							
July 27 - August 9	124630	S'w Research	1.000	1.00	CC0137	DOD grant	\$6,666.67	Work on Research Deliverables						
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
							\$0.00							
Pay Period 6 Total:							\$6,666.67							
							Total Summer Pay:							
							\$40,000.00							
See attached PI approval														
Faculty Signature					Date									
Accountant Signature					Date					Director Signature		Date		

Questions ??

Are there any questions?

Contact info:

Jeff Walker - Jeffrey.J.Walker@asu.edu

Nathan Dunnigan - Nathan.Dunnigan@asu.edu