



Office of the Vice President for Research
Standard Operating Procedure

Faculty Summer Salary
#1023
Effective Date: 04/01/2018

I. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) manages the summer salary process. This process will promote a consistent approach and understanding to ensure faculty summer salary is handled the same way throughout the GO Centers.

II. Introduction

Summer salary is paid to any investigator who is on a 9-month contract and who has effort on a grant during the non-academic year (summer) which is to be reimbursed by the sponsor. Whenever this is the case, the PAS manages the summer salary process to ensure the investigator is paid for their work.

III. Procedure

In late March or early April, PASs reach out to their faculty via email regarding summer salary. Once the faculty member confirms s/he will receive summer salary by completing the summer salary request form (found on the GO Center T: drive), the PAS will complete the summer salary calculation worksheet for the PI and process according to University policies and systems.

Detailed summer salary documents can be found in the GO Center T: drive and provide much more information on this process.

IV. Version History

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version