

Division of Biology and Medicine Summer Effort Commitment Policy

Purpose of the Policy

As a recipient of sponsored awards, the Division of Biology and Medicine (Biomed) must assure sponsors that the effort expended on sponsored projects is commensurate with the salary charged to those projects. Biomed must assure the sponsor that the effort proposed will be effectively managed within the terms and conditions of the sponsor's requirements and University policy, and that PIs and key personnel have properly accounted for effort devoted to research and other sponsored projects.

Maximum Allowed Summer Effort on Sponsored Research Projects

Faculty responsibilities for teaching, administration, or service preclude them from devoting 100% of their time to sponsored research activities in the summer months. Salary support for teaching, administration, service, new or competing proposal preparation and institutional governance cannot be paid from sponsored fund, and if compensated in the summer must come from department reserves or GIP funds. It may be appropriate for certain research faculty to be charged at 100% effort to a sponsored project in cases where such responsibilities do not exist.

Summer Effort for Faculty with a 10-Month Academic Appointment

Faculty compensated for 10-month academic appointments are permitted to expend up to an additional 1.9 months of summer effort (=95%) on one or more sponsored projects in the period beyond the academic year (i.e., during the summer research period) and earn up to 1.9 months of additional salary for that effort, subject to sponsor, University and Biomed policies and the approval of the department chair and dean.

A request for summer salary indicates a commitment to put forth the comparable effort on the particular project(s) during the summer, not the academic year. Effort expended during the academic year does not satisfy a commitment related to the receipt of summer salary. Faculty receiving summer salary from a sponsored project will typically perform such work in their normal place of business unless the work being conducted is offsite and a requirement of the project.

If a faculty member has academic, administrative or other non-research responsibilities during the summer period, they are precluded from devoting 100% effort to sponsored projects and thus from requesting 2 months of salary from research grants. Faculty who receive summer salary from sponsored projects will be required to certify whether the effort was on those projects during the summer effort period.

Roles and Responsibilities

Department Head/Chair

- Review proposed summer activity to assure that other activities required of the faculty member will not conflict with the proposed effort commitment.

Principal Investigator/Faculty

- Provide reasonable estimates of summer effort in order to carry out the aims of the proposals and fulfill other University obligations.
- 10 month faculty may receive an additional 1.9 months of salary support commensurate with the effort devoted from sponsored projects during the summer.
- All requests for 100% summer salary support **must** receive prior approval of the Associate and Executive Dean.

Department Administrators

- Review proposed Summer Supplementation Form.
- Review Summer Work Plan Form if proposing 100% effort.