



OFFICE OF
GRANTS AND CONTRACTS

GUIDELINES FOR CHARGING FACULTY SUMMER SALARY TO SPONSORED AWARDS
Updated February 2022

The following guidance is provided for Villanova faculty who, in addition to their nine-month academic appointment, choose to devote additional effort to and receive compensation from their sponsored research awards during the summer months of June, July and August. The guidelines and instructions are as follows:

GUIDELINES
<ul style="list-style-type: none"> • All summer salary requests and payments must conform to sponsor and Villanova policy. • All payments will be based on: <ul style="list-style-type: none"> ○ Institutional base salary (IBS) and appointment term as it appears in Banner ○ The rationale that there are at most three months available in which to charge summer salary • Sponsored research funds may not be used for time that is committed to other projects, i.e. projects as assigned by the Department/College/Institution/etc. Sponsored awards can be charged for only that work that is performed for the benefit of the sponsored award.

REQUEST SUMMER SALARY
<ul style="list-style-type: none"> • All requests will be made via the Summer Research Compensation Request Form located on the Office of Grants & Contracts (OG&C) website, and will be signed by the requesting Faculty member to certify their work on the sponsored project during the specific time period.

APPROVALS
<ul style="list-style-type: none"> • Principle Investigator (PI) or Co-Principal Investigator: will confirm the charge is appropriate and consistent with the work to be performed. Co-Investigators (Co-I) and other personnel, even those identified as Key Personnel in the proposal, will certify as requestors, but may not approve as they do not have financial oversight obligations of the sponsored award. PIs and Co-PIs can certify and approve their own requests. • College Finance: will review each request to confirm salary/appointment, employment status, Banner payroll account, and no known conflicts of commitment. Approval will be secured through the EPAF. • OG&C: will review each request to ensure that the cost is allowable, funds are available, it conforms with sponsor limitations, and the award will be active during the time period requested. Approval will be secured through the EPAF.

OTHER CONSIDERATIONS	
Ten-Month Faculty Appointments	Faculty with ten-month appointments will have at most two months available in which to charge summer salary.
Twelve-Month Faculty Appointments	Faculty with twelve-month appointments are not eligible for summer salary compensation. Their effort and salary will be charged to sponsored awards via the Faculty PAF.
Salary cap	If a sponsor has a salary cap, ex. NIH, the summer salary charges will be reduced to cap. To be compensated above the cap, faculty should direct those questions to their Chair, Dean, College Finance.
Reduction in Effort	Most awards, and all Federal awards, require written approval from sponsor when reducing committed effort by 25% or more. Committed effort is the amount of effort dedicated in the sponsor proposal for any PI, Co-PI, Co-I, and anyone else designated as Key Personnel. Requests for a reduction in effort will be submitted to sponsor by OG&C. Faculty should contact their designated OG&C Sponsored Research Administrator (SRA) as early in the project period as possible if they believe they will not be able to meet the effort commitments made in the proposal.