

AY Salary Recovery and Summer Additional Compensation Guidance Document

Summer Salary

Q1. What is the period for Summer Additional Compensation?

A1. Appointments can be processed during the period starting on the first Sunday immediately following graduation, and ending August 31 each year. Three months during this period are available for sponsored research and two weeks are supported by the University for Faculty on 9-month appointments.

Q2. What is the recommended approach to funding summer research with federal or state grants and contracts?

A2. If the beginning and ending dates of the grants and the budget permit it, fund up to 2.5 months of effort during the period in A1. An additional 0.5 months may be paid from RTF funds, the Research Support Account (once it is established and funded) or other non-federal, non-state sources that permit such charges. Also see A3(c) below

Q3. How much summer additional compensation may be paid from grants?

A3(a). If your summer effort funding source is federal, prime federal flow through, i.e., a subcontract, or Commonwealth of Massachusetts funding (grant or contract funded via an ISA or other funding mechanism for a sponsored project), up to 2.5 months, or 83.3% of the 3 month summer period unless the sponsor agency has more stringent restrictions such as NSF.

A3(b) If your summer effort funding does not include any federal or Commonwealth of Massachusetts funding, you may fund your research up to 3 months or 33% as long as you do not take a vacation and can certify 100% effort on that project.

A3(c) If your first 2.5 months is covered by a federal, prime federal or Commonwealth of MA award, you may work on other non-federal or non-state funded projects for the remaining .5 month, or fund that .5 month with Research Trust Funds (RTF) or returned Academic Year (AY) salary recovery funding. Again, this would result in a full 33% effort, leaving no time for vacation. University work that cannot be charged to grants, such as proposal writing, curriculum development, committee work would only be allowed during the .5 month if you use unrestricted funding such as RTF or returned AY salary recovered funds.

Q4. Can I spread the 2.5 months (83.3%) over the entire summer period or does it have to be 2.5 months 100% time?

A3. Yes, it is recommended you spread the 83.3% over the entire summer period. By doing so does not mean you must be here every day for 83.3% time, but rather spreads the percentage over the entire summer period which will allow you to meet your obligations and also build in some flexibility to the schedule. It is only in extraordinary circumstances that you should be committing 100% effort in any specifically stated time period.

Q5. Does the 3.5 month period in A1 mean that more add comp may be paid from grants?

A5. No, because the faculty member has an obligation of 9 full months to the University. The purpose of starting the summer add comp period early is to provide some flexibility so that the faculty member can work on University duties that cannot be supported by grants, such as writing proposals, preparing course materials, grading papers, etc. Here are some examples:

E1: The faculty member works exclusively on grading and preparing course materials for the last two weeks of May and therefore charges no salary to grants, then there is effectively no change to the summer add comp arrangement compared to previous years. That is, a maximum of $2.5/9 = 27.48\%$ academic year salary can be charged to grants during June 1 – August 31.

E2: The faculty member completes their course grades and other non-grant related activity by May 16 and works on sponsored research starting on May 16 for which salary is provided from Federal grants. In this case, the faculty member must fulfill the two week obligation to the university at some other time in the summer, e.g., during the last two weeks in August.

Q6. Can't I use the two weeks after graduation for vacation?

A6. Regardless of grant activity, two weeks during the period in A1 are part of the 9-month obligation to the University. If you only work and collect salary for 2.5 months of summer, then the unpaid period of the 3-month summer period can be used for 2 weeks vacation. If you are paid for an additional 33% effort during the summer period, then there is no room left for vacation. Just as in prior years, when the summer add comp period was 3 months, summer add comp of 33% meant that no vacation time was available.

Q7. Is there a waiver process to the 2.5 months limitation?

A7. Yes, there is a waiver process however, these will only be granted in very exceptional cases and the PI must certify a full three months of 100% summer effort, with no vacation or other University (non sponsored program) duties. Please see [Summer Effort Waiver Procedures](#).

Q8. What if I am already committed in my award to a full 3 months of effort?

A8. You are still limited to 2.5 months unless a waiver is requested and granted. See Q7 for process. The reduction of .5 months may not be significant depending on how the summer effort has been accumulated amongst your grants. Significant changes in level of effort must be approved by the sponsoring agency. Contact OPAM for more information on how to coordinate with your sponsor.

AY Salary Recovery

Q1. Who is eligible?

A1. Any University funded faculty who is on a full-time nine-month appointment and recovers AY salary for their work conducted during the academic year on sponsored research projects are eligible. Positions that are soft funded, or only partially funded by University funds, such as research faculty or faculty on sabbatical leaves, etc. are not eligible.

Q2. How will the AY recovery affect course buyouts?

A2. When buying out AY time for work on sponsored projects, you are buying out the research component of your assigned activities of research, teaching and public service. Traditionally those individual categories have been viewed as 1/3 for research, 1/3 for teaching and 1/3 or public service hence, the 3 month period associated to the AY recovery. Therefore, any need to buy out of teaching responsibilities beyond the 3 month AY recovery will be a negotiation at the college level. Any buyout of AY time over the 3 month research effort in any given academic year will be an individual arrangement that would have to be approved by the PI's Head or Chair, Dean, the VCRE and the Provost.

Q3. How will I have access to the returned salary?

A3. The funding returns and payroll approvals will be managed at the Dean's level. Payments of the .5 summer on returned funds as well as bonus payments will be monitored and handled at the college level. If a faculty member chooses not to fund the summer salary or the bonus, an RSA account will be set up for the PI's use for research related expenses.

Q4. Are the fringe benefits charged to my recovered AY salary also recoverable?

A4. No

Q5. How do I request the .5 month of summer salary using returned AY money?

A5. The Deans office will be managing the approvals of these types of appointments and the approvals for appointments under these accounts. A summer appointment form for the .5 month on the account will be required listing that account as the funding source.

Q6. How do I process a bonus?

A6. As with the summer salary process as identified in Q4, bonus payments will require a separate personnel action to be approved and processed by the Dean's Office.

Q7. What if I budgeted AY salary recovery on a proposal under the requirements of the old AY salary policy and I don't want to charge my AY salary to my grant?

A7. If the amount requested in your grant application is not significant, the money can be rebudgeted internally to cover other grant related expenses. Request should be made through OGCA. If the amount is significant, approval of the sponsoring agency will be required. Please contact OGCA for direction.

Q8. Am I eligible to collect .5 summer salary and bonus this summer if I have recovered AY salary this past academic year 2011?

A8. Yes, with the approval of the Dean. Because this policy didn't become effective 4/17/11, the funding may not be available from this current fiscal year.