Summer Salary from Sponsored Program Accounts  
SPA-11-015

About This Policy

Effective Dates:  
10-03-2011

Last Updated:  
09-27-2023

Responsible University Administrator:  
Vice President for Research

Policy Contact:  
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Scope

This policy applies to all Indiana University faculty receiving summer salary on any sponsored program account.

Policy Statement

It is the policy of Indiana University that summer salary reimbursement from any sponsored program will not exceed 2.5% of the previous academic year’s salary for each full week of service during the summer. Service must be performed consistent with the periods outlined in ACA-33, Academic Appointee Responsibilities and Conduct. In addition, some sponsors (e.g., National Science Foundation) limit the duration of summer appointments, and there are campus limitations on the number of weeks that can be worked in any one summer.

Reason For Policy

To establish maximum summer salary rates allowable on sponsored programs.

Procedure

While the summer session typically covers 15 weeks, summer salary on grant accounts is typically limited to a maximum of 13 weeks in order to provide the faculty member with vacation time as well as time to prepare and submit new proposals. Pay shall be based upon actual effort provided during the summer months, and shall not be based upon effort provided during the prior or upcoming academic year. Most funding sponsors allow summer salary, but the sponsor guidelines should be reviewed during the proposal submission to determine whether prior approval or inclusion in the proposal budget is required by the sponsor. Department and school approval may also be required.

While academic year salary is often cost-shared by academic units, summer salary is rarely cost-shared, and must be approved by the department providing the cost-share funding. The summer session is often spent preparing and submitting proposals to funding sponsors; this activity may not be compensated with summer salary from a sponsored program account.

Summer salary is processed by the campus Academic Affairs (or equivalent) office. Questions regarding allowability of summer salary may be directed to the Office of Research Administration. Questions regarding the process for receiving summer salary may be directed to the Academic Affairs office.

Definitions
Summer Salary: Salary received from sponsored program accounts by faculty on academic year appointments for work performed during the summer period.

Sanctions

Charges for summer salary that are not approved as per this policy will be considered unallowable and will be moved to a non-sponsored departmental account.

History

Replaces:
- III-80 Policies Related to Contract and Grant Administration: Summer Salary

Previous Versions:
- Effective Dates: 10-3-2011 through 5-3-2017
- On September 27, 2023, non-substantive changes were made to clarify the dates when service may be performed. The previous version of the policy can be found here.

Related Information

OMB 2 CFR part 200 Uniform Administrative Requirements, Cost Policies, and Audit Requirements for Federal Awards