

College of Natural Sciences

Processing Guidance for 2022 Faculty Summer Salary on Sponsored Projects

Updated: May 11, 2022

The following processing guidance is in regards to faculty members who are on 9-month appointments and who choose to expend additional effort on **sponsored** projects during the summer. This guidance is a follow-up to the [Guidelines for Charging Faculty Summer Salary to Sponsored Projects](#) announced by the VPR Office, which were created to ensure compliance with the HOP 7-1010, VII. A. 6.

Guiding principle:

Salary charged to sponsored projects should follow the effort expended to the project and should never exceed it in any one pay period. For example, if an investigator expects to charge 1 month of effort (summer salary) to one project and then expends that effort over two months, 50% of the salary should be charged to each month. Similarly, if 1 month of effort (summer salary) is to be charged to two projects and the researcher expects to work on both projects equally over two months, 25% effort should be charged to each project for each month.

Frequently Asked Questions

1. Who does this change effect?

- This change effects faculty members who would otherwise plan to be 100% on sponsored research during any of the summer months (i.e., 40 SWHs in any one of the three summer months of June, July, and August).

2. Who is not affected by this change?

Below are some examples of faculty who are not affected by this change:

- Faculty who are only planning to expend partial effort on sponsored research, i.e., appointed 95% or less, for any combination of summer months.
- Faculty who are appointed 100% during the summer who are compensated for teaching and/or administrative activities.

3. How does this change affect faculty members who are working on multiple sponsored projects throughout the summer?

- This change is looking at overall effort during any of the summer months. If a faculty member is on multiple grants each month, then the overall appointment for each month cannot be over 95% costed on sponsored research.

4. Can a faculty member charge 100% effort to sponsored projects in any one month?

- 100% of salary should only be charged to sponsored projects in any pay period in the rare situations where the investigator plans to expend all effort to the projects, ruling out spending any time on university activities not directly related to the sponsored project, including vacation time. To mitigate the risk of the University and PI falling out of compliance with federal cost accounting rules, any investigator charging more than 95% of effort to a sponsored project in any pay period must attest in writing that no effort will be expended on other activities during the pay period by submitting an [Attestation Form](#),

which should be countersigned by the Department Chair and submitted to the Dean's Office. Remaining effort may be charged to non-sponsored accounts.

5. Who is liable if a faculty member signs the attestation form?

- The faculty member is liable if they sign the attestation form and are later found not to be in compliance. A copy of the approved attestation form is required to be maintained by the department, and must be attached to all summer jobs submitted on behalf of the faculty member in Workday.

6. When does the funding swap apply? (i.e., swapping costing between the last two weeks of August and the last two weeks of May)

- The funding swap only applies if a faculty member is scheduled to teach during the upcoming fall semester. If they are not scheduled to teach in the fall semester, there is no need to swap funding for May.
- Note: for faculty not on the instructional budget during the spring semester, a different two-week period can be swapped if faculty effort is appropriately devoted to sponsored research.

7. Can start-up or retention funding be used to cover the 5%?

- Yes, CNS will allow faculty to use start-up or retention funding to cover the 5% even if the faculty member's offer letter does not mention start-up or retention funding covering summer salary.

Example Scenarios

Below is a list of example scenarios outlining how a faculty member's summer appointment could be processed based on these changes. Please note, this is not a comprehensive list.

Scenario 1: Faculty member is planning to be on sponsored research for the entire summer in addition to teaching in the fall semester.

Appointment Period	Appointment %	Job Type	Funding Period	Funding Type
September 1 – May 31	100% appointed (40 SWHs)	9-month	September 1 – May 15	Instructional Budget (100%)
September 1 – May 31	100% appointed (40 SWHs)	9-month	May 16 – May 31	Sponsored funds (95%) & Discretionary funds (5%)
June 1 – August 15	100% appointed (40 SWHs)	Summer Job (Non-Teaching)	June 1 – August 15	Sponsored funds (95%) & Discretionary funds (5%)
August 16 – August 31	100% appointed (40 SWHs)	Summer Job (Teaching)	August 16 – August 31	Instructional Budget (100%)

Scenario 2: Faculty member is planning to be on sponsored research for the entire summer but is not teaching in the fall semester.

Appointment Period	Appointment %	Job Type	Funding Period	Funding Type
September 1 – May 31	100% appointed (40 SWHs)	9-month	September 1 – May 31	Instructional Budget (100%)
June 1 – August 31	100% appointed (40 SWHs)	Summer Job (Non-Teaching)	June 1 – August 31	Sponsored funds (95%) & Discretionary funds (5%)

Scenario 3: Faculty member is planning to expend partial effort on sponsored research throughout the entire summer. *

Appointment Period	Appointment %	Job Type	Funding Period	Funding Type
September 1 – May 31	100% appointed (40 SWHs)	9-month	September 1 – May 31	Instructional Budget (100%)
June 1 – August 31	50% appointed (20 SWHs)	Summer Job (Non-Teaching)	June 1 – August 31	Sponsored funds (100%)

*This example looks at a 50%-time (20 SWHs) appointment for the entire summer, but this scenario can also apply to any summer appointment that is 95%-time (38 SWHs) or less for any combination of summer months (i.e., June, July, and/or August).

Scenario 4: Faculty member is planning to expend effort on sponsored research during only part of the summer. *

Appointment Period	Appointment %	Job Type	Funding Period	Funding Type
September 1 – May 31	100% appointed (40 SWHs)	9-month	September 1 – May 31	Instructional Budget (100%)
June 1 – July 31	100% appointed (40 SWHs)	Summer Job (Non-Teaching)	June 1 – July 31	Sponsored funds (100%)
August 1 – August 31	0% appointed (0 SWHs)	No Summer Job	August 1 – August 31	N/A – No summer job, therefore no salary

*This example would require a signed Attestation Form for June and July. Note: 100% of salary should only be charged to sponsored projects in any pay period in the rare situations where the investigator plans to expend all effort to the projects, ruling out spending any time on university activities not directly related to the sponsored project, including vacation time.

For any questions on special circumstances not covered in the scenarios above, please contact CNS Faculty Affairs (cnsfacultyaffairs@austin.utexas.edu).

Processing Costing Changes on the Faculty's 9-month Appointment

For summer 2022 only, the CNS Business Services Office is offering to process the costing changes on faculty members' 9-month appointments if they are scheduled to teach in the fall 2022 semester. This change will swap funding for a faculty member's effort from 8/16 – 8/31 to 5/16 – 5/31, unless another two-week period is requested by the faculty member.

Please email Brook Chancellor (brooke.chancellor@austin.utexas.edu) with the account numbers to charge for the costing adjustment (i.e., sponsored funds and the discretionary account) **no later than June 15, 2022**.