



WPI

Title: Summer Salary Guidance
Prepared by: Provost's Office, Sponsored Programs Accounting (SPA)
Administrator: Provost's Office, Vice Provost for Research Office
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Purpose

To provide guidance in addition to WPI's [compensation policies](#), for summer salary payments made to faculty. All summer salary charges must comply with WPI policy as well as federal and other sponsor regulations, if applicable. Summer salary charges to federally funded grants and contracts are subject to compliance with the [Federal Uniform Guidance 2CFR200](#). Additional information on sponsored accounting regulations can be found on the [SPA website](#) under Sponsored Accounting Policies.

Effort reports including summer salary charges to sponsored sources must be reviewed and certified in accordance with WPI's Effort Reporting Policy.

Guidelines from the Provost's Office

Faculty members may obtain funding over the summer from several sources:

- Startup summer salary
- Teaching undergraduate or graduate courses
- Sponsored research (grants or other sources)

If you are eligible for startup summer salary, the Provost's Office will initiate the payment.

If you are teaching a summer course(s), payment is initiated by either the Undergraduate Studies or Graduate Studies offices.

For sponsored research, payment in Workday is initiated by your departmental administrative team. Please provide all necessary information including grant information, dates of work, and compensation to your administrative team.

It is important to note that federal and other sponsors require 100% effort to be devoted to the research for the period that is funded. If you charge a full month of summer salary to your federal grant, you are ineligible to receive compensation for anything else during that time. Please keep in mind that teaching a course is equivalent to 0.75 months of effort.

Guidelines from the VPR

- Monthly charges for work performed during summer months are determined by the institutional base salary divided by the number of months for which the institutional base salary applies (typically faculty have a 9-month appointment); Please refer to the Institutional Base Salary policy for more information: [Policies | Worcester Polytechnic Institute \(wpi.edu\)](#)
- Faculty with 9-month appointments may charge up to three months of summer salary (the third month requires Provost's approval);
- Faculty cannot charge summer salary while on vacation;
- All effort and corresponding salary charged to any sponsored project(s) must comply with sponsor and university policies. Further, the effort committed during the period should be devoted exclusively to the activities supported by that project or projects, with the salary charges to each aligning monthly with the effort provided;
- Federal awards require, in general, written approval for decreasing the effort by 25% or more. Please contact OSP if you need to decrease your summer effort for teaching or other projects.

Payment dates for summer:

May 15 – May 31

June 1 – June 30

July 1 – July 31

August 1 – August 15

Contact information for questions regarding summer academic and research activities:

Startup Summer Salary: Kris Sullivan, ksullivan@wpi.edu

Undergraduate Courses: Debra Boucher, dlboucher@wpi.edu or
Aprile Mero, amero@wpi.edu

Graduate Courses: Sue Hicks, shicks@wpi.edu

Research on Grants: Your [departmental administrative team](#)
Sponsored Programs Accounting