



Title: Summer Salary Guidance

Prepared by: Provost's Office, Sponsored Programs Accounting (SPA)

Administrator: Provost's Office, Vice Provost for Research and Innovation 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

Faculty may choose to devote additional effort during the summer months (May 15 – August 15). Such effort may include teaching undergraduate or graduate courses and performing sponsored research. It may also include other activities, such as preparing new or renewal proposals, curriculum development, peer reviews, refereeing, and/or writing other scholarly publications. Such effort may or not be compensated.

1. Faculty may charge effort for summer months to sponsored research (in line with sponsor terms), other sponsored projects, or discretionary funds, with the following restrictions:

Effort associated with other activities

- may never be charged to any federally sponsored research project
- may be charged to unrestricted funds (operating or discretionary)
- under certain circumstances, may be charged to gifts or other sponsored programs if permitted by the terms of the award or gift.

2. Faculty cannot charge salary while on vacation or otherwise taking time off from work.
3. Monthly charges to grants, gifts, and discretionary funds 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). This is outlined in [the Institutional Base Salary \(IBS\) Policy](#).
4. Teaching is paid for based on the course and may be influenced by both the number of credit hours and number of students in the class.
5. The total salary received during the summer cannot exceed 3/9 of IBS, if the individual is on a 9-month contract. For 10- and 11-month contracts, it is 2/10 and 1/11 respectively. This limit applies to the total compensation received from WPI, e.g., for teaching courses, performing grant-funded research, and for

performing other activities.

6. By being compensated for time during the summer, faculty are also limiting their ability to take time off during the summer. If an individual is compensated for all 12 months, they are no longer able to take time off during the summer.
7. If faculty want to be compensated for more than 11 months (this includes academic year and summer), they need prior Provost approval. In these cases, a signed agreement acknowledging how compensation during the summer limits the ability to take personal time will be required prior to gaining Provost approval.
8. 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.
9. 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.

Procedures

Using startup summer salary: the Provost's Office will initiate the payment.

Teaching a summer course(s): payment is initiated by either the Undergraduate Studies or Graduate Studies offices.

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

Payment dates for summer:

May 15 – May 31

June 1 – June 30

July 1 – July 31

August 1 – August 15

Contact information regarding summer academic and research activities:

Startup Summer Salary: Jennifer Breen, jbreen@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