



# WPI

**Title:** Summer Salary Guidance  
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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 VPR

- Monthly charges for work performed during summer months are determined by the base salary divided by the number of months for which the base salary applies (typically faculty have a 9-month appointments).
- Faculty on 9-month appointments may charge up to three months of summer salary from all sources (teaching, advising, grants, start-up etc). The third month must have the Provost's Office approval.
- Faculty cannot charge summer salary while on vacation.
- All effort and corresponding salary charged to any sponsored project(s) must be in compliance with sponsor and university policies.
- Effort committed to sponsored projects during the period should be devoted exclusively to the activities supported by that project or projects, with the salary charges to each aligning on a monthly basis with the effort provided.
- Federal awards require written sponsor 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 can be:

5/15 – 5/31, 6/1 – 6/30, 7/1 – 7/31, 8/1 – 8/15

Please contact the Provost's Office for questions about start-up summer salary commitments as part of an original offer of appointment.