



**Version:** V.2

**Responsible Office:**

Office of the Provost

**Effective Date:** September 1, 2025

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## **Summer Salary Policy—Sponsored Projects**

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### **POLICY STATEMENT**

This Policy establishes the guidelines for summer salary that faculty may earn from externally funded grants, contracts, or other sponsored projects irrespective of funding source.

### **REASON FOR THE POLICY**

This Policy is promulgated to ensure that all summer salary being charged to sponsored awards is done in accordance with the federal requirements in Title 2 of the Code of Federal Regulations (2 CFR Part 200), specific funding agency requirements and internal policy and procedures.

### **RESPONSIBLE UNIVERSITY OFFICE/OFFICER**

Office of the Provost

### **APPLICABILITY OF THE POLICY**

This Policy applies to faculty members who engage in sponsored projects during the summer months of June, July and August.

### **POLICY TEXT**

Effort and corresponding salary charged to any sponsored project(s) must follow Fordham policies. The following guidance is provided for faculty who, in addition to their nine-month academic year base salary, devote additional effort and receive compensation during the summer months of June,

July, and August. Summer effort and related compensation is subject to the following rules and procedures:

- Charges for work performed on a sponsored project by faculty during the summer months will be determined for each faculty member at their Institutional Base Salary (full-time 9-month academic year) rate divided by the period to which the base salary applies. The monthly summer pay rate is based on the IBS salary rate for the preceding academic year.
- Faculty may fund effort expended over the summer by charging salary to sponsored research and other sponsored projects, discretionary funds or, if approved, to other Institutional funds.
- Faculty who devote effort and receive compensation during the three summer months will not normally be allowed to charge more than 90% of their effort in any one month (or more than 2.7 total months over the summer) to an award (or a combination of awards). *Requests to charge salary in excess of 90% effort must be pre-approved in writing by the Provost.*
- Faculty members are responsible for providing to the Office of the Provost a complete and accurate list of all summer activities when seeking summer salary.
- All requests for charging summer faculty compensation must be submitted to HR by May 9<sup>th</sup>. HR will process the requests for approval by the Provost, in consultation with the Office of Sponsored Programs.
- Requests for summer salary payments must be submitted no later than 30 days after the end of the summer period
- Effort charged to an award must 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. Summer effort for non-sponsored activities may not be charged to the sponsored project.

While the Offices of the Provost, Sponsored Programs and Finance will assist in the lifecycle of a grant, including as relating to summer salary, the faculty member is ultimately responsible for ensuring that work on sponsor-funding projects is requested, approved, and performed and accurately and timely reports.

### **Additional Guidance**

Summer salary payments must also adhere to applicable agency limitations and any additional restrictions set by the sponsor. Any questions regarding sponsor terms or conditions should be addressed to the Office of Sponsored Programs.

### **Expanded Authorities**

Federal awards under "expanded authorities" (e.g., from NSF, NIH, DOE, etc.) require written approval from a sponsor when decreasing effort by 25% or more. This includes not only effort committed during the academic year but also compensated summer effort as well. Requests for reductions in effort should be discussed with the Office of Sponsored Programs whose office is responsible for submitting the request to the sponsor.

## DEFINITIONS

**Institutional Base Salary (IBS)** is defined as the annual compensation paid by the University for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities, and regardless of funding source. It includes regular salary, as well as the academic year portion of any additional assignment (e.g., dean, chair, director of University center as established in the individual's annual appointment letter (or similar notification)) or other written document at the time of hire.

**Summer Period** is defined as summer months outside of your academic year appointment.

## CONTACTS

Office of the Provost

## CROSS-REFERENCE TO RELATED POLICIES

Institutional Base Salary Policy  
Extra Compensation Policy

## WEB ADDRESS

<https://www.fordham.edu/about/leadership-and-administration/administrative-offices/office-of-the-provost/provost-office-units/faculty-affairs/policies/>

## EXCLUSIONS & SPECIAL SITUATIONS

None.

## REVISION HISTORY

None.

\_\_\_\_\_ 2025

## **PROCEDURES AND FORMS FOR SUMMER SALARY PAYMENTS ON SPONSORED AWARDS**

Summer salary requests should be submitted via the electronic Employee Action Form (EAF) by the faculty member or a delegate and indicate type of payment as “external grant summer salary”. Approved requests will be processed by HRIS, provided that the expenditure is allowable by the sponsor and sufficient funds are available in the award. If questions arise on how to complete the EAF, please reach out to [hrisinfo@fordham.edu](mailto:hrisinfo@fordham.edu)

Requests for three-months summer salary require:

1. Employee Action Form reflecting “external grant summer salary”
2. “Attestation for Effort Beyond 95%” form to be uploaded to EAF (See below for the Form)



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**Fordham University  
Office of the Provost  
Attestation for Effort Beyond 90% Form**

I am requesting \_\_\_\_\_% effort paid from sponsored funds during the appointment period of \_\_\_\_\_ to \_\_\_\_\_ (“Appointment Period”).

I understand and agree to comply with all of the policies and regulations regarding compensation on sponsored funds, including those specifically noted below:

- Time devoted to sponsored funds will be spent performing work directly related to the sponsored project(s) that are providing salary compensation.
- Faculty duties related to activities outside the sponsored project(s), will be suspended during this appointment period, unless approved by the sponsor. These duties may include: advising students (outside the scope of sponsored research effort), unsponsored research, administrative committees, preparing new or renewal proposals, teaching, curriculum development, peer reviews, writing scholarly publications and/or travel for conferences related to other projects.
- Vacation time cannot be utilized during the above-listed appointment period. Faculty taking vacation during the Appointment Period will be asked to refund applicable portions of their salary and related fringe benefits and will be held personally liable for such disallowances resulting from audits.
- Effort reports for the Appointment Period must be submitted no later than \_\_\_\_ days after the conclusion of the Appointment Period.
- If actual effort on sponsored funds has changed from an initial appointment, the researcher must notify their unit to update their appointment to reflect accurate time spent on sponsored project(s).

Faculty Name \_\_\_\_\_ Department \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that this faculty member must comply with federal regulations and University policies related to effort devoted to sponsored funds. A copy of this approved form will be maintained by the department.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Provost or Designee