



Standard Operating Procedures & Policies

Category:	Post-Award
Procedure No.:	500.03
Title:	Summer Salaries on Externally-Funded Sponsored Projects

1. Purpose of Policy

The purpose of this policy is to clarify when faculty at the University of Michigan (“U-M”) are allowed to receive summer salary from an externally-funded sponsored project.

2. To Whom this Policy Applies

This policy applies to all U-M faculty who are appointed on a University Year (“U-Yr”) basis, as mentioned in Regents Bylaws Chapter 5 section 5.01 and defined in Standard Practice Guide 201.04.

3. Policy Requirements

All summer work performed by U-Yr faculty requires prior approval by the individual's appointing unit. See [SPG 201.04, Summer Appointments](#).

There are varying situations that factor into the ability to charge summer salary to a sponsored project. The sponsor’s guidelines, Federal regulations, and university policies underlie any determination. However, there are three broad categories that can be described:

- a. If a U-Yr faculty is working (whether on-campus or remotely) on an externally-funded sponsored project during the academic year, and will continue working on the sponsored project during the summer, then their salary can continue to be charged to the sponsored project during the summer.
- b. If a U-Yr faculty is unable to work on an externally-funded sponsored project during the academic year, but can work on another sponsored project or U-M activity during the summer, then their salary may be charged to the other sponsored project or U-M funds, whichever is appropriate to the work the faculty member does during the summer.
 - o Keep in mind that the sponsor’s prior approval requirements regarding a change in scope or objectives continue to apply. If someone wants to use award funds to work on objectives that are not aligned with the scope of the award, then sponsor prior approval must be obtained.
- c. If a U-Yr faculty cannot work on-campus or remotely on an externally-funded sponsored project during the summer, then their salary cannot be charged to the sponsored project.

4. Resources

ORSP: <http://www.orsp.umich.edu>

Academic HR: <https://hr.umich.edu/working-u-m/my-employment/academic-human-resources>

Standard Practice Guide 201.04, Summer Appointments: <https://spg.umich.edu/policy/201.04>

Version No. 1	Implementation Date: 05/08/2020
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Approved by: C. Reynolds, Asst. Vice President for Research	Last Revised By: N/A