**Guideline for Salary Funding Requests on Grant and Contract Proposals: Academic Year Faculty**

Academic Year (AY) faculty members/principal investigators (PI) that want to request Summer salary on contract and grant proposals should request a roughly equal amount of AY salary. PI’s should reflect actual time planned for work on a project when submitting contract and grant proposals where salary is requested.

When funded awards pay for a portion of a principal investigator’s AY and Annual (AN) salary, the PI’s unit “saves” the money it would otherwise pay toward the PI’s salary, also known as “salary savings”. Salary savings is needed/required in order to “buy-out” the PI from a course obligation. Remaining funds, over and above the course buy-out, can be diverted to other unit-sponsored projects.

Salary Savings are a very direct and tangible representation of value returned by individual investigators to their respective units.

Exceptions to this guideline would be:

- If the proposal call allows only Summer salary;
- If all or most of the investigator’s effort occurs during summer.