CAS O4R – GUIDANCE

2.5 MONTH SUMMER PAY LIMITS

College Guidelines:

The College of Communication Arts & Sciences has elected to utilize the university guideline of 2.5 months max as our practice. The procedure for requesting an exception is to send it to their chair, who if he/she approves, sends it to the dean with a copy to Sue Spaniolo (goodrich@msu.edu) for review.

Exceptions are considered for the following reasons:

1. Due to the risk involved with federal grants of overcommitting if the % effort for teaching or other (non-research) is overstated and therefore represents a higher effort than is truly worked during the 2.5 months; and/or

2. The PI signs a statement saying they will be taking NO vacation from 5/16 – 8/15

University Guidelines:

https://www.cga.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMQAzADQA

“Academic Year (AY) faculty do not receive vacation, therefore summer school appointments greater than 2.5 months from federal sources are discouraged. A full 3 month summer school appointment does not allow time for other departmental duties.”

https://www.cga.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMQAOADcA

“Please be aware that 100% time during the summer on sponsored projects may be problematic as the academic year salary rate does not include vacation and generally writing proposals or performing departmental duties are not allowable expenses on federal awards.”

https://www.cga.msu.edu/PL/Portal/Forms.aspx

“Federal Summer Load and Salary Certification Form - This form is required when a summer load and salary appointment is processed that exceed 2.5 months from Federal and/or State of Michigan restricted accounts, i.e. 61-0000 – 61-9999. The purpose of this form is to clarify the federal expectations when a faculty member approaches a 100% appointment from federal or State sources. Audits at other universities have resulted in disallowances and financial penalties for those paid 100% in the summer but didn't perform 100% of their professional activities during the summer on the project(s)/account(s) funding the summer appointment. Specifically, vacations, writing proposals for other projects, and/or performing other duties for the institution such as unrelated instruction and development activities are not compatible with full summer appointments using federal and/or State of Michigan projects.”