Effort Reporting Initiative
Summer Salary

Full-time faculty with eight- or nine-month appointments may receive compensation for work on a sponsored project during the summer months\(^1\) (“Summary Salary”), as follows:

1. Summer salary is allowable subject to the regulations of the funding agency and University policy.

2. Faculty who receive Summer Salary must expend the effort associated with the Summer Salary during the summer period. Effort expanded during the academic year does not satisfy a commitment related to the receipt of Summer Salary.

3. The maximum amount of Summer Salary permissible is three-ninths of the faculty’s regular academic year salary. In other words, in any year, the faculty member may receive no more than three months of Summer Salary.
   - Summer Salary funded by the National Science Foundation is limited to two months, or two-ninths of the regular academic year salary.
   - Each month of Summer Salary represents one month of full-time effort.

4. If a faculty member has academic, administrative or non-research related responsibilities (as a journal editor, research grant reviewer etc.), and/or intends to take more than minimal vacation time away during the summer period or attend non-project related professional meetings, he or she likely will be precluded from devoting 100% effort to sponsored projects and thus from requesting three months full summer salary from external awards.

5. The rate for Summer Salary is the same as the rate for the regular academic year salary. Because Columbia’s fiscal year begins on July 1, the Summer Salary rate is as follows:
   - June: 1/9 of current regular academic year salary.
   - July/August: 1/9 of succeeding year’s academic salary for each month worked.

6. In any sponsored project application for Summer Salary, the budget justification must state explicitly that the salary listed in the budget for the faculty in question represents a portion of his or her Summer Salary.

7. NIH’s salary cap applies to summer salary just as it does to academic year salary. Therefore, any monthly summer salary charge is limited to one-twelfth of the NIH cap.

8. Processing of Summer Salary payments should follow the usual procedures in WebSAF.

For additional information, please contact effort-reporting@columbia.edu.

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\(^1\) The Graduate School of Business is on a trimester schedule. Therefore, in some cases, faculty in that School may be entitled to receive “summer salary” during the Spring or Fall terms.