**College of Social Science Summer Salary Policy**

Effective May 1, 2019

**Modified Policy Statement**

Summer Salary support for tenure-system faculty members from Federal, State or other restricted accounts (those that require reporting of the level of effort) is limited to:

(a) 2.5 months total in a given year; and

(b) 90% in any period

Additional support beyond 2.5 months or 90% is allowed **only on non-contract/grant accounts such as start-up, departmental or gift accounts.** Faculty members requesting more than 2.5 months total summer salary support are expected to certify, via the form below, that the effort charged to each account is consistent with the effort devoted to activities allowed by the grant/contract during the appointment period. The faculty member must also certify that the total of non-allowable activities, such as vacation, proposal writing, excess outside work, instruction and development activities, does not exceed that justified by the non-contract/grant effort.

**Rationale**

The purpose of this policy is to protect both faculty members and the institution from the consequences of violating the conditions of almost all government grants/contracts and some private grants/contracts. Audits at MSU and many other universities have resulted in disallowances and financial penalties for those paid 100% in the summer but not performing 100% of their professional duties during the summer on the project(s) / account(s) funding the summer appointment. In several recent audits, auditors have not accepted the concept that non-contract/grant activities were being performed on an employee’s “personal time,” when those duties are closely related to activities that normally would fall within the area of the employee’s professional appointment. While 100 % efforts cover all professional duties, the University policy allowing Outside Work for Pay (with properly completed paperwork) still applies. <https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/outside_work_for-pay.html>

**Certification for Summer Salary Exceeding 2.5 months**

I am requesting summer salary for more than 2.5 months during the period May 16-August 15, 2019, and hereby certify that amount to be charged to Federal, State, or other restricted accounts (those that require certification of the level of effort spent on the project) does not exceed (a) 2.5 months total; and (b) 90% in any period. I further certify that the total of non-allowable activities such as vacation, proposal writing, excess outside work, instruction and development activities, will not exceed that justified by the non-contract/grant/restricted- account effort.

If my actual summer duties differ from the specified in the original Summer Appointment Form, I will initiate submission of a revised form that reflects the actual effort.

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Faculty Member: Date

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Chair or Director Approval: Date

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Social Science Dean Approval: Date