



March 25, 2016

**TO:** Main Campus Faculty, Chairs, Deans, and Department Administrators

**FROM:** Gabriel Lopez, Vice President for Research *GL*  
Carol Parker, Senior Vice Provost *Carol A. Parker*

**SUBJ:** Summer Research for Nine-Month Faculty

The summer research period for 2016 will be May 16, 2016 through August 12, 2016. For academic year (9-month contract) appointed faculty, campus allows for the maximum of an additional 3/9ths of the academic year salary to be earned for work performed during the summer months.

Positions will be pooled at the department level. Please use the same pooled position number that was used last summer. Summer research payments should be processed via EPAF and instructions for completing a summer research payment EPAF can be found on the Office of Faculty Affairs and Services website. The EPAFs will become available on April 1, 2016. For assistance with the EPAF process, please contact your assigned OFAS consultant. (<http://ofas.unm.edu/docs/Summer%20forms/SummerResearchEPAF.pdf>.)

Approvals of summer research salary must be processed on the **Summer Research Form** (available at <http://ofas.unm.edu/docs/Summer%20forms/SummerResearch2016.pdf>).

The first date for checks to be issued is May 31, 2016 (for work performed in May). In order to receive a check on that date, the Summer Research Form needs to be in the Contract and Grant Accounting office by May 2<sup>nd</sup>. Please do not send forms directly to the Office of Faculty Affairs and Services (OFAS) or to the Payroll office as it may result in a delay in processing and payment.

Payments will be made as follows:

Actual Period of Work	Deadline for Paperwork to Contracts and Grants	Deadline for Paperwork to OFAS	Payday
May 16 - May 31	May 2	May 6	May 31
June 1 - June 30	May 30	June 3	June 30
July 1 - July 29	July 1	July 8	July 29
Aug 1 - Aug 12	Aug 1	Aug 5	Aug 31

A payroll adjustment form must accompany all 2016 summer research forms submitted after the stated deadline for the applicable payroll period. The adjustment form can be found on Payroll's website (<https://payroll.unm.edu/Resources/monthly-payroll-adjustment-form.pdf>).

For additional information on the 3/9ths rule and example calculations, please refer to the guidelines available on the OFAS website (<http://ofas.unm.edu/php/forms/summerForms.php>).