

2022 Summer Research Guidelines

Research Administrator Network
March 8, 2022



2022 Summer Research Guidelines

- 2022 Summer Research Guidelines are close to being finalized
- Will be communicated via memo from Sr. Vice Provost and Vice President for Research
- Updates to Office for Academic Personnel Website
 - Summer Research Guidelines: <https://oap.unm.edu/resources/summer-research-guidelines/index.html>
 - 2022 Summer Research Form: <https://oap.unm.edu/resources/forms/index.html>



Changes for 2022

- Maximum Summer Research Payments Based on Institutional Base Salary
- Prior Communications on Changes for FY 2022:
 - March 2021 [Institutional Base Salary Definition](#)
Published on OFAS website
 - April 5, 2021 Summer Research for Nine-Month Faculty Memo
 - [2021 Summer Research Guidelines Documented Change for Summer 2022](#)
 - Presentation at Research Symposium on 9/29/21

Institutional Base Salary

Institutional base salary (IBS) is the annual compensation paid by the University of New Mexico for an individual faculty member's appointment, whether that individual's time is spent on research, teaching, service, or other activities defined by workload. The IBS is set in the faculty member's offer letter and faculty contract summary.

IBS is used as the basis to determine summer research payments.

This information can be accessed online via Loboweb -->Employee tab --> pay information --> faculty contract summary.

Institutional Base Salary

- Excludes
 - Special Administrative Components (SACs)
 - Extra Compensation defined by FHB C140
 - Income from outside employment (consulting, honoraria)
- Definition Published on OAP website:
<https://oap.unm.edu/faculty/compensation/institutional-base-salary/index.html>

What does this mean for summer research payments?

- Maximum payments for summer research are based on Institutional Base Salary
- Faculty on 9-month appointments may receive a maximum summer research compensation of 3/9ths of their IBS during the summer.



Why is this change being implemented?

- To bring summer research payments into compliance with OMB's Uniform Guidance, specifically:

§200.430 Compensation—personal services.

(2) *Salary basis.* Charges for work performed on Federal awards by faculty members during the academic year are allowable at the IBS rate. Except as noted in paragraph (h)(1)(ii) of this section, in no event will charges to Federal awards, irrespective of the basis of computation, exceed the proportionate share of the IBS for that period. This principle applies to all members of faculty at an institution. IBS is defined as the annual compensation paid by an IHE for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the IHE. Unless there is prior approval by the Federal awarding agency, charges of a faculty member's salary to a Federal award must not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award.

- UNM must be consistent in its application and definition of Institutional Base Salary



Reminders on Summer Research Processing

- Should be submitted via ePAF
 - EPAF instructions: <https://oap.unm.edu/resources/epaf-guides/summer-research-epaf.pdf>
- First time payments can be submitted for manual entry.
 - For payments on restricted funds, completed forms must include Contracts & Grants (C&G) for review and approval.
- Limit on summer research payments cannot exceed 3/9ths of IBS
 - If faculty member also performing summer administration or summer instruction, total FTE cannot exceed 1.25 FTE

Period of Work and Processing Deadlines

Actual Period of Work	Deadline for Paperwork to Contracts and Grants	Deadline for EPAF/Paperwork to OAP	Payday
May 16 - May 31	May 2	May 6	May 31
June 1 - June 30	May 27	June 3	June 30
July 1 - July 31	June 30	July 8	July 29
Aug 1 - Aug 12	July 29	Aug 12	Aug 31

Contact Us

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