

## **Research Administration Network Agenda**

**SUB Lobo A & B**

**April 9, 2019**

**9:00am to 10:00am**

1. Review new Purchasing FAQ's related to travel – CGA - Jeremy Hamlin
2. Business Purpose topic for Chrome River – CGA - Alana Watts
3. DoD Contract vs Grant F&A Rates - OSP – Rosa Gonzalez-Rosenblatt
4. IRB update - Office of the Institutional Review Board (OIRB) – Linda Petree
5. Summer Research Guidelines – Office of Faculty Affairs and Services (OFAS) - LaVern Rodriguez
6. Introduction and Overview of new subaward workflow process - OSP - Rebecca Garcia/Hannah Clark



March 20, 2019

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

**FROM:** Gabriel Lopez, Vice President for Research  
Barbara Rodriguez, Interim Senior Vice Provost

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

The summer research period for 2019 will be May 12, 2019 through August 18, 2019. 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 at <http://ofas.unm.edu/resources/epaf-guides/summer-research-epaf.pdf>. For assistance with the EPAF process, please contact your assigned OFAS consultant.

Requests for reimbursement of summer research salary must be processed on the **Summer Research Form** (available at <http://ofas.unm.edu/resources/forms/summer-research-form.pdf>)

The first date for checks to be issued is May 31, 2019 (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 1st.

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 12 - May 31	May 1	May 8	May 31
June 1 - June 30	May 29	June 5	June 30
July 1 - July 29	July 3	July 11	July 29
Aug 1 - Aug 18	July 31	Aug 7	Aug 31

A payroll adjustment form must accompany all 2019 summer research forms submitted after the stated deadline for the applicable payroll period. The adjustment form can be found on Payroll's website (<http://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/resources/summer-research-guidelines/index.html>).

## Summer Research Form Guidelines for 2019

Summer Research compensation is for faculty who have contract or grant awards with summer salary itemized in the budget. Compensation is only for actual time worked and effort spent during the summer research period, and can only be paid for periods the faculty member is actively working on the project. It cannot be paid to faculty on vacation, committed to other projects, or for time worked outside of the summer research period.

If a Summer Teaching Agreement is also in effect, usually days identified for teaching cannot also be identified as summer research. Normally, the two cannot overlap if together they exceed 100% FTE. If teaching full time during the summer, extra compensation of up to one day per week (125% FTE) is allowable if approved in advance by the department chairperson, dean, and by the agency funding the summer research. Exceptions to this policy must be approved in advance by the Provost's Office via the Associate Provost.

Please follow the guidelines below when preparing summer research forms:

1. The award budget must have adequate funds to cover the summer salary including fringe benefits.
2. Federal grant rules do not allow 9-month Faculty to pay themselves more than 1/9<sup>th</sup> of their salary in any one summer month. Faculty on 9-month appointments may pay themselves a maximum of 3/9<sup>ths</sup> of their academic year salary during the summer. Academic year salary is defined as the 9-month base salary plus any special administrative component (SAC) that was in effect at the time the summer research payment was approved. Specifically, the pay rate (Rate 1) for May and June is determined by the 2018/2019 academic year salary and the pay rate (Rate 2) for July and August is determined by the 2019/2020 academic year salary. Revisions to an academic year contract will not result in revisions to summer research payments. The calculations for the maximum allowable payments must include any approved SACs, though a faculty member can choose to take less than the maximum allowable payment. The academic year salary does not include:
  - Overload Payments
  - Extra Compensation as described by Faculty Handbook Policy C.140
  - Monetary Awards

Please note: If research to be performed is for a **National Science Foundation** award, the maximum compensation is limited to no more than two months of regular salary in any one year, including summer salary. This limit includes salary received from all NSF funded grants.

3. You may submit **one form** for the entire summer period pay. Use **Rate 1** for summer research that occurs before July 1 and **Rate 2** for summer research that occurs after July 1.
4. The 3/9<sup>ths</sup> limit is calculated using the base salary as follows. Example: Professor X's academic year salary for FY18/19 is \$90,000. **Rate 1** for May and June will be \$10,000 (\$90,000/9). For FY18/20, Professor X's academic year salary is \$95,000. **Rate 2** for July and August will be \$10,555.55 (\$95,000/9).

The amount payable in May and August is pro-rated by the number of work days for summer research in each month and the total should equal 1/9<sup>th</sup>. Use .652 as the multiplier for calculating

the May payroll, and .318 for the August payroll. For information on how the multipliers were determined, please see the explanation at the end of the guidelines.

The maximum allowable payments for the summer research period of May 13 through August 9 are given the table below:

	Calculation	Maximum Payment
May Payment	10,000*.652	6520.00
June Payment	10,000.00	\$10,000.00
July Payment	10,555.00	\$10,555.00
August Payment	10,555*.318	\$3356.49
<b>Total Payment</b>		<b>\$30431.49</b>

For additional sample calculations, see the examples given at the end of the guidelines.

**All Summer Research forms must be processed no later than the deadline for the last 'pick up' payroll during the first week in September each year. Any exceptions will need to be accompanied by a justification signed by the chair and dean.**

Should you have any questions about the form, please call the Faculty Contracts and Services office at 277-4525 or by email at [faculty@unm.edu](mailto:faculty@unm.edu) or if you have questions about your index/grant, call the Contract and Grant Accounting.

#### **Basis for Determining May and August Percentages**

The basis for determining the percentage of 1/9th of the faculty member's salary that can be paid during the partial months of May and August was the percentage of work days that fall in either month. Specifically:

	Working Days	Calculation	Percentage
Summer Research Days from May 13-31	15	15/23	65.2%
Summer Research Days in August 1-9:	7	7/22	31.8%
Total Summer Research Days in May/August:	22	N/A	97%

#### **Example Scenarios for Summer Research Payment Calculations**

Example A: Faculty A will receive maximum payment for May, June, July, August. Faculty A has a SAC for both AY 18/19 and AY 19/20.

	9 mo Base	SAC	Total
2018/2019 Contract	\$55,000.00	\$5,000.00	\$60,000.00
2019/2020 Contract	\$56,650.00	\$5,000.00	\$61,650.00

	Calculation	Rate
Rate 1 (2018/2019 contract)	60000/9	\$6,666.67
Rate 2 (2019/2020 contract)	61,650/9	\$6,850.00

	Calculation	Maximum Payment
May Payment	6,666.67*.652	\$4346.66
June Payment	6,666.67	\$6,666.67
July Payment	6,850.00	\$6,850.00
August Payment	6850*.318	\$2178.30

Example B: Faculty B will receive maximum payment for May, June, July, August. Faculty B has a SAC for AY 18/19 and no SAC in AY 18/20.

	9 mo Base	SAC	Total
2018/2019 Contract	\$55,000.00	\$5,000.00	\$60,000.00
2018/2020 Contract	\$56,650.00	\$-	\$56,650.00

	Calculation	Rate
Rate 1 (2018/2019 contract)	60000/9	\$6,666.67
Rate 2 (2019/2020 contract)	56,650/9	\$6,294.44

	Calculation	Maximum Payment
May Payment	6,666.67*.652	\$4,346.67
June Payment	6,666.67	\$6,666.67
July Payment	6,294.44	\$6,294.44
August Payment	6,294.44*.318	\$2,001.63

Example C: Faculty C will receive maximum payment for May, June, July, August. Faculty C does not have a SAC in AY 18/19 and will have a SAC in AY 19/20

	9 mo Base	SAC	Total
2018/2019 Contract:	\$55,000.00	\$-	\$55,000.00
2019/2020 Contract	\$56,650.00	\$5,000.00	\$61,650.00

	Calculation	Rate
Rate 1 (2018/2019 contract)	55,000/9	\$6,111.11
Rate 2 (2019/2020 contract)	61,650/9	\$6,850.00

	Calculation	Maximum Payment
May Payment	6,111.11*.652	\$3,984.44
June Payment	6,111.11	\$6,111.11
July Payment	6,850.00	\$6,850.00
August Payment	6,850.00*.318	\$2,178.30

Example D: Faculty A (see payment schedule from Example A) will only be conducting summer research for several weeks during the summer research period. Payment can be pro-rated by the number of days worked in the month. The maximum number for work days per month for the 2019 summer research period is given below.

	Maximum Number of Work Days
May 2019	15
June 2019	20
July 2019	23
August 2019	7

Example D.1: Faculty A working 5 days (1 week) in May

Calculation: 5 days/15 total work days\*Maximum May Payment  
 $5/15 * \$6,111.11 * .652 = \$1,328.15$

Example D.2 Faculty A working 10 days (2 weeks) in June

Calculation: 10 days/20 total work days\*Maximum June Payment  
 $10 \text{ days}/20 \text{ total work days} * \$6,111.11 = \$3,055.55$

Example D.3: Faculty A working 15 days (3 weeks) in July

Calculation: 15 days/23 total work days\*\$6,850.00 = \$4,467.39

Example D.4: Faculty A working 2 days in August

Calculation: 2 days/7 total work days\*\$6,850.00\*.318 = \$622.37

### Calculator for Determining Pro-rated Summer Research Payments

Please feel free to use the calculator below to determine pro-rated monthly payments when a faculty member conducts summer research for a partial month. Enter the academic year salary and the number of days worked for the relevant month.

		Academic Year Salary		Rate	
	2018/2019 Contract			\$-	
	2019/2020 Contract			\$-	
		Number of Days Worked		Payment Amount	
	May	15		\$-	
	June	20		\$-	
	July	23		\$-	
	August	7		\$-	