

Faculty

Grant Funded Summer Salary

(Approved 11/09, Revised 11/16)

Federal regulations stipulate that in any given month, a faculty member may be compensated from federal sources only in direct proportion to the percentage of institutional effort expended on projects supported by those federal sources. Accordingly, faculty members on nine-month appointments in University Central (which includes Peabody College) may not use federal grants or contracts to provide themselves with paid vacation during the period between the spring and fall semesters of the same calendar year. The three summer months run from May 16 through August 15.

The university's general rule regarding maximum summer support states that in any given summer, a faculty member on a nine-month appointment may charge to federal grants or contracts a total of no more than 85% of three month's salary, distributed appropriately. This leaves the equivalent of two summer weeks for vacation and/or other activities (2 weeks = 15% of 3 summer months).

Exceptions to the above general rule may be granted *only* with written permission (annually) from the responsible dean. To receive permission to charge three full months of salary (i.e., 100% of summer salary) to federal sources, a faculty member must certify annually to the dean, in writing, that s/he will take no vacation and will devote the proper level of institutional effort only to the appropriate grant- or contract-supported work during all three summer months.

If you wish to charge three full summer months of salary to federal sources, please complete and submit the attached form (Request to Exceed 85% of Three Month's Summer Salary from Federal Sources). This form must be completed and resubmitted annually.



MEMORANDUM

TO: Camilla P. Benbow
Patricia and Rodes Hart Dean of Education and Human Development
Peabody College of Vanderbilt University

FROM: (Name) _____
(Dept) _____

RE: Request to Exceed 85% of Three Months Summer Salary from Federal Sources

I hereby request permission to receive up to 100% of summer salary (three full months) from federal sources during the summer of **20**_____

I affirm that I will take no vacation during this period and that I will devote the proper level of institutional effort to the appropriate federally-supported work during each summer month in which any part of my salary is federally funded.

I understand that in nearly all circumstances, federal regulations prohibit using federal funds to compensate individuals for time spent writing proposals.

(Signature)

(Date)

I approve the above request.

(Department Chair)

(Date)

Camilla P. Benbow, Dean

(Date)

(Copies of signed form to be sent to Department Administrative Officer, Associate Dean for Finance and Administration Bryan Ratliff, and originating faculty member.)