




Office of Research Services

To: Senior Business Officers

From: Andrew B. Rudczynski, PhD 
Associate Vice President
Executive Director, Research Services

Date: June 21, 2004

Subject: Charging of Summer Salaries to Grants and Contracts

As we discussed at a recent Senior Roundtable, I write to remind you that for individuals on nine month academic appointments who will be receiving 3/9 summer salary from sponsored projects that no vacation may be taken during this time. Individuals who receive a 3/9 appointment from sponsored projects should certify to their chair or other official in writing that no vacation will be taken during this period. A three month summer appointment assumes 100% effort of the appointed individual on the sponsored projects for the three months, June, July and August.

Individuals with significant responsibilities not related to the sponsored projects, who carry out these responsibilities over part of the summer, should take less than a 3/9 appointment. Individuals such department chairs or center directors who receive additional compensation for duties over the summer months should adjust summer sponsored projects compensation for the extra compensation received during the summer.

cc: Craig Carnaroli
Bob McCann