

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) manages the summer salary process. This process will promote a consistent approach and understanding to ensure faculty summer salary is handled the same way throughout the GO Centers.

Summer salary is paid to any investigator who is on a 9-month contract and who has effort on a grant during the non-academic year (summer) which is to be reimbursed by the sponsor. Whenever this is the case, the PAS manages the summer salary process to ensure the investigator is paid for their work.

In late March or early April, PASs reach out to their faculty via email regarding summer salary. Once the faculty member confirms s/he will receive summer salary by completing the summer salary request form (found on the GO Center T: drive), the PAS will complete the summer salary calculation worksheet for the PI and process according to University policies and systems.

Detailed summer salary documents can be found in the GO Center T: drive and provide much more information on this process.

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