

Summer Salary Worksheet Instructions
5/1/2026 – 8/31/2026

Processing Faculty Appointments for
Summer Salary Charged to Externally-Funded Grants and Contracts

The 2025 Summer Salary Worksheet for AY faculty working on externally-funded projects serves the following purposes: (a) identify external funding sources that will support faculty work in a summer session, (b) calculate summer salary amounts associated with each project, (c) determine if anticipated faculty compensation and time commitments across all funding sources is within WMU and sponsor limits, and (d) acquire administrative approval for such appointments from project principal investigators, chairs, and deans.

The worksheet will automatically calculate payment amounts and total compensation across all projects, based on the faculty member's 8-month Institutional Base Salary (IBS) for the 2024-25 academic year.

This form must be completed and approved prior to submission of any faculty summer appointment on an externally-funded project.

Enter the requested information in areas shaded in blue.

Areas shaded in gold will be automatically calculated.

Instructions for each section follow:

1. Demographic Information

- a. Enter the faculty member's name, employee ID, home department name, and the primary fund/dept ID.
- b. Enter the individual's 8-month AY salary (the 2025-2026 IBS). If the faculty member was on sabbatical or leave of absence during the 2025-2026 academic year, enter the full AY base salary. The monthly salary limit will automatically calculate.

2. Proposed Summer Salary

- a. Enter the amount of pay for teaching and research. For research projects enter the Department ID. Total summer salary amount will calculate from the sum of the salary amounts determined for each project and/or teaching assignment.
- b. % of IBS will calculate from the salary amounts determined for each project and/or teaching assignment.

3. Teaching and Work on Sponsored Projects

- a. Faculty are limited to 95% of the summer maximum earnings from all activities (teaching, research, and service) of the university.
- b. This limit reserves time during the summer term for such activities as service or administrative duties, development of grant proposals, or time off for personal activities.
- c. A faculty member who wishes to devote effort of 96% for Summer I and II total from all sources must petition the Office of Research and Innovation for permission in writing,

and provide a full justification of the additional effort and salary and a detailed timeline of the work proposed. The letter must be signed by the PI and the Dean or their designee.

4. Authorized Signatures –

- a. **PI signature** – For each sponsored project, the principal investigator (PI) assigned to the project must sign and date the form verifying the salary amount. In some cases, this will be the same person (employee) for whom the form is completed. In other cases, the PI may be located in another department and/or college.
- b. **Employee Signature** – The individual who will be receiving summer salary from any externally-funded project must sign and date the form.
- c. **Chair/director signature** – The department chair or unit director for the faculty member's primary appointment must approve the form.
- d. **Dean signature** – The dean for the faculty member's primary appointment must approve the form.
- e. **Grants and contracts signature** – A designee in the Grants and Contracts Office will review and approve the appointment(s) for summer faculty assignment on externally-funded projects after all other signatures have been obtained.

NSF Awards Only – NSF limits salary compensation for PIs and other senior project personnel to no more than two months of regular salary in one fiscal year across all NSF-funded grants on which an individual is working.

Salary Cap Restrictions – NIH salary cap reduces the charges to the capped amount. Amounts over the cap may be charged to the PIs discretionary funds. The NIH salary cap effective January 1, 2025 is \$225,700 for a 12-month salary – Salary caps for proposal submission are limited to Executive Level II and are subject to change each year.

Modifying Project Appointments Already Approved – If a summer salary payment has already been approved, a revised form must be submitted prior to submitting any change of faculty appointment through Workflow. Contact the Restricted Fund Accountant assigned to your project in the Grants and Contracts Office for assistance in completing the revised form.

2026 Summer Salary Worksheet <http://www.wmich.edu/grantscontracts/forms>

Form may be signed electronically. Once forms are completed, all forms must be sent via email to grants-services@wmich.edu.