

Faculty Summer Salary Certification Form Information

The Faculty Summer Salary Certification Form must be completed to certify summer salary from all funding sources other than - or in addition to – ‘summer session’ teaching or summer ‘distance ed’ teaching, in accordance with [Regulation 05.20.35](#). The form should be completed on a monthly basis, signed by the 15th day of the month following the month the salary payment was received, and retained by the College/Department. The form will be audited to ensure compliance with the University regulation.

Signing this form does not satisfy the OMB Circular A-21 effort certification requirement for sponsored projects. The Employee Activity Reporting System (TEARS) is the official effort reporting system of the University and satisfies the effort reporting requirements specified in A-21. If you receive summer salary pay for sponsored research (SL-5) you will also be required to certify your TEARS Summer Effort Report.

Please be reminded of the following federal regulations from OMB Circular A-21 regarding summer compensation from sponsored projects:

- Faculty summer salary must be for work performed during the summer period (May 16 – August 15) and for work performed on the specific project to which the salary is being charged. Effort expended during the academic year does not satisfy a commitment of effort related to the receipt of summer pay from sponsored projects.
- The rate of pay for faculty summer salary charged to sponsored projects is based on the academic year base salary.
- Time taken for vacation may not be charged to sponsored projects, and is not compensated for faculty on nine month appointments.
- Salary received for effort not actually expended on a sponsored project, or for an amount of effort less than that originally anticipated, must be refunded to the sponsored project.
- A faculty member may not receive pay from sponsored projects for non-sponsored research activities. This includes preparing for or writing proposals for future funding and any other administrative duties. Writing technical reports for existing projects is allowable.
- The total salary that can be charged to all NSF projects during a ‘year’ may not exceed 2 months. NSF does specifically define the ‘year,’ so NCSU uses its official fiscal year (July 1 – June 30).
- Even if NSF has awarded multiple grant proposals on which a faculty member’s cumulative budgeted salary funding exceeds 2 months, that does not mean that NSF has given de facto permission to exceed their 2-month limit. Specific, advance written authorization from NSF -- giving permission to charge more than 2 months in a year -- is still required. The NIH maximum salary limitation applies to summer salary just as it does academic year salary.