

Summer Salary in the College of Engineering

FY25

Eligibility for Summer Salary

If you have available funds, summer salary can pay up to 1/9 of your annual benefits base rate each month in the months of June, July and August for the following work activities:

SPA - Department Administration Course
SPC – Curriculum & Course Development
SPE - Extension or Continued Education Course
SPR - Research
SST - Teaching
SPO - Other

Justification

Please provide an explanation of what you are doing in the summer months. Justification is required for approval to receive summer salary.

Additional Notes

NIH Grants - you may be required to utilize cost share with your salary.

NSF Grants - only two months are allowed per year unless there is prior approval, include approval when submitting your request.

Another PI or College - If you have summer salary that requires approval from another PI or College (or are teaching and require approval from chair), please note this with your request.

Benefits Cost – you will need to budget for fringe costs of 25% on summer salary, including pay based benefits and 7.65% Federal Insurance Contributions Act (FICA.)

Deadline

May 16, 2025