

Third Month Summer Salary from Federally Funded Grants

For an individual to be charged to a research account funded from federal sources, that person must be working on the contract to which the salary will be charged during the month in which the salary will be charged. Individuals may not transfer effort from one month to another. Faculty members who work full-time during the entire summer will earn a total of one week of vacation time for the three months of effort. This week of paid vacation time may be taken during the summer months (June, July, or August) and charged to a sponsored research contract from federal sources. Faculty members who wish to take vacation in excess of the normal one week accrual should not charge the additional vacation time to a sponsored research grant from federal sources.

In addition to compliance with IIT policy and approval of the academic unit head and dean, a faculty member must have the approval of the sponsoring agency before he or she may receive a third summer month payment. Some sponsoring agencies will not allow charges for a third summer month to their contracts. Other agencies limit increases in salary charges over the approved budget and require specific authorization.

Summer salary will be limited to 2.5 months with no need for documentation. A form must be completed by a faculty member to justify salary request for the remaining two weeks of the summer stating the reasons for the salary request and certifying that there will be no vacation or no activity on university business unrelated to the grant activity beyond one week during the summer. A copy of the form is attached.

For most faculty members, the remaining one-half month can accommodate university-related non-research activities and part of a summer vacation. Any travel related to the funded research activity would be considered as time spent on research.

ILLINOIS INSTITUTE OF TECHNOLOGY
Request and Certification for Third Month Summer Salary from
Federally Funded Grants

Name of Faculty Member: _____

College and Department (if applicable): _____

Title and FOAP Number of Federally Funded Grant 1: _____

Name of Federal Funding Agency of Grant 1: _____

Award Period: _____

Number of Summer Months to be charged to Grant 1: _____

Amount of Salary to be Charged to Grant 1: \$ _____

Title and FOAP Number of Federally Funded Grant 2: _____

Name of Federal Funding Agency of Grant 2: _____

Award Period: _____

Number of Summer Months to be charged to Grant 2: _____

Amount of Salary to be Charged to the Grant 2: \$ _____

Total Number of Summer Months Charged to Federal Grants: ____ months.
(Cannot exceed 3.0 months)

By signing below, Faculty Member certifies to Illinois Institute of Technology ("IIT") that he or she (i) has dedicated himself or herself on a full-time basis to working on the Grant(s) during the 3-month summer period, namely, the months of June, July and August, (ii) has not engaged and will not engage in any IIT-related activity unrelated to the Grant during the 3-month summer period, and (iii) has not taken and will not take more than one week of vacation during these months. IIT-related activities in which Faculty Member will not engage include teaching summer courses, research on other projects, administrative work and other academic activities. The advising of students

and attending regularly scheduled meetings of IIT standing committees, including, by way of example, and not as a limitation, the Diversity, Safety, Quality of Work Life, IACUC, IRB, and IBC Committees, are allowed. Faculty Member acknowledges that IIT will rely on this certification in making a determination as to whether the salary amount set forth above may be charged to the above-listed Grant. Faculty Member acknowledges and agrees that he or she will immediately alert IIT of any change in circumstance that render this certification false.

Faculty Member understands that submitting a false certification or failing to alert IIT to a change in circumstance that renders the certification false is a basis for disciplinary action under the *IIT Faculty Handbook*.

TWO COPIES OF THIS FORM MUST BE SIGNED, APPROVED BY THE DEPARTMENT CHAIR (IF APPLICABLE) AND DEAN OF THE COLLEGE. ONE COPY SHOULD BE ATTACHED TO THE PAYROLL AUTHORIZATION FORM. THE OTHER COPY SHOULD BE SUBMITTED TO THE PROVOST'S OFFICE. SUMMER SALARY PAYROLL AUTHORIZATIONS WILL NOT BE PROCESSED FOR SALARY REQUESTS THAT EXCEED TWO-AND-A-HALF MONTHS WITHOUT A SIGNED AND APPROVED COPY OF THIS FORM BEING ATTACHED TO THE PAYROLL AUTHORIZATION FORM AND A SIGNED AND APPROVED COPY OF THIS FORM BEING SUBMITTED TO THE PROVOST'S OFFICE.

Signature of Faculty Member: _____ Date: _____

Approved (Department
Chair, if applicable): _____ Date: _____

Name and Title: _____

Approved (Dean): _____ Date: _____

Name and Title: _____