

CALCULATING SALARY ON NIH GRANT PROPOSALS FOR FACULTY WITH 9/12 ACADEMIC APPOINTMENTS

Revised March 15, 2017

In general, 9/12 faculty have their 9-month appointment paid from their College/School, and are therefore, not allowed to be paid on grants during the academic year. As a result, all contract and grant effort will usually be expended during the 3 summer months.

You will need to obtain the annual salary amount for the 9/12 faculty from faculty's departmental administrator. Be sure you are provided with the annual salary amount, and not just the 9-month salary. If you were given the 9-month salary, then divide the amount by 9 to get the monthly rate. Then multiply by 3 to get the summer salary total.

Getting Started

In order for Cayuse/S2S to perform the correct auto-calculations, the correct Appointment Type is listed in either the PI's Professional Profile or in the Manage Key Person section by entering:

Academic: 9.0

Summer: 3.0

Professional Profile under People Tab

Manage Key Person within the Proposal

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	0	0	0		0.000	0.000	0	0	0
prd 2	0	0	0				0	0	0
prd 3	0	0	0				0	0	0
prd 4	0	0	0				0	0	0
prd 5	0	0	0				0	0	0

Determining the Correct Amounts to Enter into the Cayuse/S2S Detailed Budget

Base Salary: Leave blank. Cayuse will auto-calculate based on the Acad. Salary & Sum. Salary amounts entered.

Cal. Salary: Leave blank.

Acad. Salary: Enter the annual salary x 75% (i.e. 9 months).

Sum. Salary: Enter the annual salary x 25% (i.e. 3 months).

Cal. Mons: Leave blank.

Acad. Mons: Leave blank.

Sum. Mons: Enter the total effort your PI would like this faculty member to expend on his/her grant. Example: 5% effort = 0.60 Sum. Mons.

Requested Salary: If you entered all of the items above correctly, then the Requested Salary amount will auto-calculate.

To double check Cayuse's Requested Salary calculation, multiply the Sum. Salary amount by the % taken from [Effort Percent/Person Month Conversion Tool](#) based on the Sum. Mons effort (use the "3 month Summer Term Column").

Example: 0.60 Summer Months effort would equal 20% paid during the 3 summer months. In other words, 5% paid over 12 months is equivalent to 20% paid over 3 months.

Below is an example of how the summer months salary information should appear in the RR Detailed Budget:

Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary (\$)	Fringe Benefits (\$)	Funds Req. (\$)
185,100 ★	0	138,825	46,275		0.000	0.600	9,255	472	9,727

Please note the following:

- The NIH salary cap still applies to 9/12 Academics, as outlined by NIH's guidelines (currently \$185,100 annually, and \$15,425 monthly).
- If using UCLA composite benefit rates, please refer to [Composite Benefit Rates](#). The UCLA composite benefit rate for 9/12 faculty is **5.1%**.
- TIF is **NOT** assessed to summer month salary, so it should be excluded from the TIF FTE calculation.