9/12 Academics DOM Fund Manager's Manual

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.

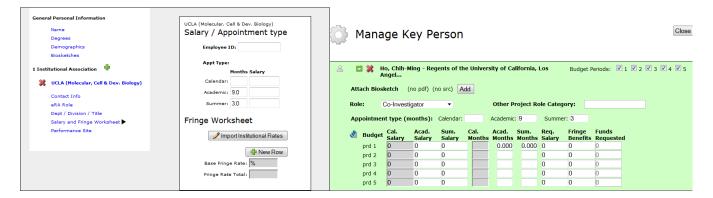
Getting Started

In order for Cayuse/S2S to perform the correct auto-calculations, the correct Appointment Type is listed in either the Pl'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



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.

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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	Cal.	Acad.	Sum.	Cal.	Acad.	Sum.	Requested	Fringe	
Salary (\$)	Salary (\$)	Salary (\$)	Salary (\$)					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 <u>Composite Benefit Rates</u>. 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.