

# 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

## 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 [OCGA's Percent-of-Time & Effort to Months Conversion Chart](#) 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.