

April 20, 2016

Dear Colleagues,

I am writing to update you on the summer salary policy and process for this year.

As you may remember in April 2014, I issued an important clarification to our long-standing policy on charging faculty summer salary to sponsored projects. Effective June 1, 2014, faculty members are not normally allowed to charge more than 90% of their effort in any one month to a federal award (or a combination of federal awards). For the summer of 2016 this policy remains in place and is unchanged. For more information, I refer you to the Guidelines for Charging Faculty Summer Salary for the Summer 2016 which are posted on the [OSP website](#).

In the coming weeks, your administrative officer will be reaching out to you to begin the summer salary process and to work with you to address any issues that could arise from the requirement limiting charges to federal awards to 90% in any one month. For the summer of 2016 we will continue to use the summer salary tool developed two years ago and enhanced last year to help administrators and faculty members prepare and manage faculty summer salary appointments and distributions.

If you have questions about the policy, you should discuss your situation with your departmental administrative officer. If your administrative officer is unable to resolve the issue, he or she will bring it to the attention of the relevant Dean's Office.

Thank you for your cooperation.

Sincerely,
Maria T. Zuber

[OSP website=http://osp.mit.edu/grant-and-contract-administration/managing-projects/guidelines-charging-faculty-summer-salary](http://osp.mit.edu/grant-and-contract-administration/managing-projects/guidelines-charging-faculty-summer-salary)