

**From:** [College of Education and Human Development](#) on behalf of [Jessica Guzzo](#)  
**To:** [CEHD-L@LISTSERV.GMU.EDU](mailto:CEHD-L@LISTSERV.GMU.EDU)  
**Subject:** Sponsored Research Summer Salary Support for 9 month Faculty - please respond by Friday May 5th  
**Date:** Monday, April 10, 2023 5:35:08 PM  
**Attachments:** [image001.png](#)

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Dear Colleagues,

It's that time of year again when we start collecting information pertaining to your work plans for the summer salary period of May 25th - Aug 24th. Many of you have commitments to teach summer classes and perform work on externally funded sponsored projects. If you haven't been in touch with us to discuss your sponsored research salary support for this summer please take a few minutes to provide us with as much of the following info as you can by **Friday May 5th.**

- **Dollar Amount or Percentage of time that you intend to charge to each Grant and when you plan to perform the work during the summer period of May 25th – Aug 24th.**

Please note that the university has updated the policy procedure titled “[Guidelines for Charging Faculty Salary to Sponsored Projects](#) “ that limits externally funded sponsored research summer salary payments for 9 month faculty to no more than 90% of your 33.33% max which is the equivalent of 2.7 months of your 3 month max for the period of May 25<sup>th</sup> – Aug 24th. The amount of salary charged on a sponsored project should be consistent with effort spent on the project and the timing of salary charges should be aligned with when effort is performed.

We will continue to use the Summer Pay section of the [CEHD Intranet](#) this year to prepare faculty summer salary plans for approval. Please be on the lookout for an email from me titled “**2023 CEHD Summer Pay Approval Request**” that will need your prompt attention. Once all required approvals have been recorded in the system, the payments will be added to the CEHD summer research upload and the system will generate an email to inform you that your approved 2023 CEHD Summer Pay Plan is available to view on the CEHD Intranet.

Thank you in advance for taking a few minutes to provide the information needed for your sponsored research summer payments and we look forward to working with you to ensure the 2023 summer research upload process goes as smoothly as possible. If you should have any questions or concerns about this correspondence or the sponsored research summer salary process please let us know and we will be happy to help.

Best,  
Jessica

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