

Calculating Salaries for Grants

- Check the agency guidelines to see if there are any requirements and/or limitations for salaries. (NSF only allows 10 weeks of summer salary, figured at two-ninths of the academic year salary.) Under no circumstances shall the summer salary requested on a grant exceed or cause the total salary for that time period to exceed the total maximum allowed based on the institutional base pay for that year.
- For multiyear projects, increase faculty/staff salary by 3% (to allow for a possible salary increase) for each academic year. If a promotion is expected during the project period, increase your salary by the figure obtained from the Provost's Office.
- Summer salary is based on the current academic year. (Call Human Services if necessary.)
- Fringe benefits (31%) will also need to be calculated and added to the budget.
- Release time must be approved by your chair and dean.

Conversion of Percent of Time & Effort to Person Months

At UCA there are three basic salary (wage) bases: Calendar Year, Academic Year, and Summer Term. Here is a month/week/days breakout for each:

Academic Year (AY)	9 months	39 weeks	273 days
Summer Term (SUM)	3 months	13 weeks	90 days
Calendar Year (CY)	12 months	52 weeks	365 days

Conversion of percent-of-effort to person-months is required for some federal grant applications. See the scenarios below:

#1

A PI on an AY appointment at a salary of \$49,500 will have a monthly salary of \$5,500 (one-ninth of the AY salary). 25% of AY effort would be equal to 2.25 person-months ($9 \times 25\% = 2.25$). The dollar amount for the budget would be \$12,375 ($\$5,500 \times 2.25$ AY months).

#2

A PI on a CY appointment at a salary of \$78,000 will have a monthly salary of \$6,500 (one-twelfth of the CY salary). 25% of CY effort would be equal to 3 CY months ($12 \times 25\% = 3$). The dollar amount for the budget would be \$19,500 ($\$6,500 \times 3$ CY months).

#3

A PI who is on an AY appointment at a salary of \$49,500 and is not teaching during any of the Summer Terms, can earn a maximum of 3 months of their base salary on grants (one-ninth of AY salary = $\$5,500 \times 3$ months = \$16,500). But this is the maximum amount on all grants. If the PI is teaching, the salary for teaching must be deducted from the 3 month maximum to arrive at the allowable maximum. NOTE: NSF grants only allow 2/9ths of the AY salary as a maximum.