Summer Salary Review Process
McCormick Research Administration

Research administrators in McCormick are required to review summer salary forms for the faculty in their department or constituency.

The list of following items should be checked for each sponsored project (both in and outside of McCormick):

- Review summer salary against effort/commitment shadow system to ensure they match
  - Chart-string number
  - % breakdown
  - Commitment/person months
- Availability of funds
- End date of project(s)
- Correct salary amount used (Reminder: September summer salary can use new fiscal year salary rate)
- Sponsored summer salary does not exceed 2.5 summer months (including all previously submitted summer salary forms)
- If project(s) are NSF then check the 2-month NSF salary cap has not been exceeded in the fiscal year unless we have approval from the sponsor to do so. If explicit approval from the sponsor has not been obtained these requests should be routed to Cathy Barrera, McCormick Director of Research Administration
- If project(s) are NIH then check salary amount does not exceed over-the-cap (salary over-the-cap must be paid from non-sponsored funds)

After the above items have been reviewed you should sign your name or initials on the bottom right hand corner of the form.

Determine what the process is for your department on next steps.