

**MEMORANDUM**

**TO:** Faculty & Staff

**FROM:** Anthony K. Wutoh, Ph.D.  
Provost & Chief Academic Officer



**DATE:** April 28, 2023

**SUBJECT:** Processing Summer Sponsored Project Activity

During the summer, sponsored project activity increases significantly. Our goal is to provide the most efficient and highest quality service possible while ensuring compliance with university and sponsors' policies.

This memo includes a listing of staff members who will have direct responsibility for submitting summer hire requests associated with sponsored project summer activity. To ensure that you are providing the correct funding information to these individuals, I strongly encourage you to review your Grants Management Report(s), meet with your Grant Analyst in Research Administrative Services, Office of Research and meet the Grants and Contracts Team to determine the available budget. The dates for this year's summer activity are **May 7 to July 29, 2023.**

Please submit all hire related requests no later than **Friday, May 19, 2023** Requests sent after this date will be delayed in processing or payment.

This year, **ALL Grant Related Summer Hires** will be submitted by the following individuals according to responsible area:

<b>HR Delegate</b>	<b>Responsible Area</b>
Riley McKay	College of Arts & Sciences
Jessica Horsley	School of Business
Calena D. Smith	Cathy Hughes School of Communications
Tanya Greenfield	College of Dentistry
Rosemary Pearson	School of Divinity
Linda Jones	School of Education
Ebenga Nzinga	College of Engineering & Architecture
Linda Jones	The Graduate School
Ann-Marie Waterman	School of Law

Shahrnaz Niamir	College of Medicine
Catina Brooks	College of Nursing & Allied Health Sciences
Natasha Tiller	College of Pharmacy
Tiffany R. Pearson	School of Social Work
Denise Saunders-Thompson	Chadwick A. Boseman College of Fine Arts
Britney Allen	Office of The Provost

To streamline this process, please complete the **Summer Salary Request Form** (also attached) that will allow you to include details about who will work, start and end dates, amount to be paid, the project number, and whether they are a new hire. If you have not identified the individual, type "TBD" for the name. Once complete, please email the form to the appropriate **HR Delegate with a copy to [huogm@howard.edu](mailto:huogm@howard.edu)** with "**Summer Activity**" as the subject line.

### ***Attention***

It is very important that we receive fully completed **Summer Salary Request Form**. If any grant-related Summer Hires are submitted by individuals other than the HR Delegates, they will be denied.

### ***Faculty Summer Salary***

Summer Salary is compensation paid to academic appointed 9-month faculty who perform research on a grant or contract during the summer months of May, June, July, and August or perform additional administrative duties. As you know, Howard University permits faculty members with nine-month appointments to receive additional compensation for work performed during the summer term. The amount of compensation from all funding sources (sponsored research, summer instruction, or other departmental/college activity) for the summer cannot exceed 3/9ths of your IBS. **When completing the summer salary Request Form, include all funding sources for your summer salary on the same form.** Salary for the summer months is determined by dividing the base salary by nine (9) months, a summer month salary is referred to as 1/9th, two months as 2/9ths, and three months as 3/9ths

All faculty members who are being paid salary from NSF grants must be aware of the following NSF rules: As a general policy, NSF limits the salary compensation requested in the proposal budget for senior personnel to no more than **two months** of their regular salary in any one year. This limit includes salary compensation received from all NSF-funded grants. This effort must be documented in accordance with 2 CFR § 200, Subpart E.

### ***Student Hiring***

If you plan to have students paid through Human Resources, please identify the positions or capacity in which you will need students to work on the project. Position information can be submitted even if you have not identified the students. On the summer salary request form type "TBD" for the name. When you have identified the student, you would like to hire follow-up with the appropriate HR Delegate administrator to complete the student hire.

### ***Summer Staff Hiring***

If you plan to hire summer staff or summer wage employees, please identify the positions or capacity in which you will need these individuals to work on the project. Position information can

be submitted even if you have not identified the individual. On the summer salary request form, type "TBD" for the name. When you have identified the individual, you would like to hire follow-up with the appropriate HR Delegate to complete the summer hire.

### ***Creation of Contingent Workers for Summer Programs***

For those faculty members with summer programs supported by extramural funds, please contact the appropriate individual listed above to submit a Contingent Worker Form. To streamline this process, please complete the Contingent Worker Form (also attached). A Contingent Worker is needed for high school and visiting college students, etc. The completion of the Contingent Worker Form will provide high school and visiting college students with the appropriate HU ID and access to buildings. If you are unsure, whether a Contingent Worker Form is needed, please contact the Office of Human Resources for clarification.

### ***Office of Human Resources Guidelines***

The Office of Human Resources' General Processing Guidelines will be enforced. Per 500-112 University Hiring Policy, all faculty, staff, and students must be on-boarded and fully approved by the Office of Human Resources prior to working. Individuals who violate this policy will be disciplined, up to and including possible termination of employment.

If you have questions regarding the general processes outlined in this memo, please send an email to [huogm@howard.edu](mailto:huogm@howard.edu) or call [202-806-6000](tel:202-806-6000). For specific questions related to your specific project contact your analyst in Research Administrative Services or call 202-806-4759.

Thank you for adhering to the dates and processes identified in this communication. I appreciate your cooperation.

PI/Faculty Member's Name:

Project Number:

**CONTIGENT WORKER FORM**

	First Name	Last Name	Date of Birth	Gender	Address	Telephone	Email Address	Effective Date	End Date	HU Department	HU Location on Campus
1											
2											
3											
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If you have more than 27 individuals, please use another Contingent Worker Form to list the additional people.

## Summer Salary Request Form

Employee Name:

Employee ID#:

Position # :

Total Summer Salary Request

Hourly Amount:

Appointment Period: (start/end date):

Total Targeted Salary for the Appointment Period:

Effective Date:

Cost Center Number	Grant/Contract Project Number	Spending Category Code	Cost Share Funded Y/N	Salary Amount	% Distribution	Funding End Date

Total Funding \$ \_\_\_\_\_

Please note that the total budget from all funding sources should equal the employee’s annual salary for the year.