

Procedures

Research-Extended Appointments

University Policy 4019: [Research-Extended Appointments](#) allows faculty to temporarily convert their appointment from 9-month to 12-month for no more than a one-year period with approval from the Dean and the Provost. Faculty members on research-extended appointments are required to follow all policies and procedures that apply to 9-month faculty. The period of the appointment is from 8/25 through 8/24.

To request a research-extended appointment, faculty members must:

1. Document that they have secured or expect sufficient funding from sponsored projects and non-sponsored project sources to support the cost of their salary plus full fringe benefits for the equivalent of an additional 3 months (90% sponsored project funding and 10% non-sponsored project funding).
2. By **August 1** of the year in which the 12-month extended appointment will start, complete the *CHSS Research-Extended Appointment Request form*, providing documentation of available funding. Requests submitted after August 1 **will not be considered**.
3. Submit the form to the CHSS Director of Finance and Research Operations (jcohen9@gmu.edu) in the Dean's Office for review.

Sample Documentation

For 9-month Faculty

Request must include a funding plan that covers 33.33% of the academic salary and the additional full fringe costs (FY2020 rate is 33.9%).

Example:

- Faculty Current 9 Month Salary is \$90,000.
 - Faculty 12 Month Salary would be \$120,000
 - Additional 3 Month Salary to be covered is \$30,000
 - Fringe for additional salary would be \$10,170
 - Total External Funding required is \$40,170
4. Once approved the faculty member will work with their department administrator and appropriate CHSS Dean's office finance staff to ensure 3 months of salary plus fringe are charged to the appropriate funding sources during the 12-month period. Salary charges must align with when the faculty member's effort occurs on the project including both AY and summer periods. Indirect sources must be identified as a guarantee for any pending grants.

Procedures

Summer Pay on Sponsored Projects

Summer pay for faculty may not exceed one third of their prior academic year salary (nine-month Institutional Base Salary) for all summer work (teaching, research or administrative), regardless of funding sources¹. The amount of salary per pay period during the summer should not exceed the academic year pay period rate.

According to [university policy](#), no more than 90% of effort (2.7 months) can be charged to sponsored projects during the summer (May 25 – August 24). Certain types of funding, upon approval by the CHSS Dean, may receive an exception to the 90% restriction.

- IPA agreements that cover 100% effort during the summer
- Fellowships that require 100% effort during the summer
- Non-project specific private funding from GMUF that requires 100% summer effort

Faculty working 100% on research activities in the summer may request Dean's approval to use non-sponsored project sources to fund the remaining 10% of summer pay, plus fringe benefits.

Potential non-sponsored sources of funding may include the faculty member's Indirects (F&A) or pool org funds. Applicants may also talk with their Department Chair about potential funding options.

To request an exception to the 90% summer pay rule, faculty members must:

1. Complete the *CHSS Summer Pay on Sponsored Projects Exception Request form*.
2. Submit the form to the CHSS Director of Finance and Research Operations (jcohen9@gmu.edu) in the Dean's Office for review.
3. The form must be submitted **at least two weeks prior to the first summer payroll to be paid (5/25)**.

¹ Faculty Handbook, Chapter III., Section 3.3 Summer Salary