

## REQUEST FOR RESEARCH SALARY PAYMENT

Office of Research and Creative Activities (ORCA)  
A-285 ASB

Name: \_\_\_\_\_ Campus Address: \_\_\_\_\_  
 Department: \_\_\_\_\_ Extension: \_\_\_\_\_  
 College: \_\_\_\_\_ Employee ID#: \_\_\_\_\_  
 Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Year 20-__20-				Spring/Summer 20			
Month	% or Month*	Account Number	Dollar Amount	Month	% of Month*	Account Number	Dollar Amount
Sept.				May			
Oct.				June			
Nov.				July			
Dec.				Aug.			
Jan.							
Feb.							
Mar.							
Apr.							

**Under contract for the months of:** \_\_\_\_\_ **Summer months eligible for summer salary:** \_\_\_\_\_  
 (These two numbers should equal 11 months.)

NIH and NSF Sp/Su salary rates:  
 Divide 8 month base by 9.  
 NIH allows 3 months Sp/Su salary.  
 NSF allows 2 months Sp/Su salary.

For all other research accounts:  
 Divide 8 month base by 8.  
 Three months are allowed for Sp/Su salary.

Note: One month vacation is required during the spring and summer period.

\*The “% of Month” column should be the percentage of time worked during a certain month. For example 100% for a full month, 50% for a half month, etc.

When completing this form, you may fill in **either** the amount of money to be paid, **or** the “% of Month” along with the account number. We will complete the box that is not filled in.

## **SPRING AND SUMMER RESEARCH SALARY RATES**

The following percentages give the monthly rates for research salaries for Spring and Summer terms:

- For BYU Funds (all but the ones listed below):
  - 9% of Academic Salary = 100% Commitment
  - 4.5% of Academic Salary = 50% Commitment
  - 27% is the maximum allowed during Spring and Summer (see University Handbook 11.5211 and 11.52111 for regulations authorizing more than 18%)
- For NIH Funds (R0101XXX and R0102XXX) (and subcontracts on NIH prime awards in the ranges R0301XXX and R0302XXX):
  - 1/9 of Academic Salary = 100% Commitment
  - 3/9 is the maximum allowed during Spring and Summer
- For NSF Funds (R0111XXX and R0102XXX) (and subcontracts on NSF prime awards in the ranges R0301XXX and R0302XXX):
  - 1/9 of Academic Salary = 100% Commitment
  - 2/9 is the maximum allowed during Spring and Summer
- For Private (R0501XXX and R0502XXXX/R0601XXX and R0602XXXX) and other Government (R0401XXX/R0402XXX/R0481XXX/R0482XXX/R0491XXX/R0492XXX) Funds:
  - 12.5% of Academic Salary = 100% Commitment
  - 6.25% of Academic Salary = 50% Commitment
  - 37.5% is the maximum allowed during Spring and Summer

**NOTE: A ONE MONTH VACATION IS REQUIRED DURING THE SPRING AND SUMMER PERIOD.**