

Date: \_\_\_\_\_

REVISION (circle changes)

Department: \_\_\_\_\_

**SECTION I. EMPLOYEE INFORMATION**

Name: \_\_\_\_\_  
*Last*
*First*
*MI*

Rank/Title:     Professor                                       Assistant Professor  
                       Associate Professor                       Other (*please specify*): \_\_\_\_\_

**SECTION II. SUMMER SALARY CALCULATION**

- 1: A = Academic year (AY) salary for year beginning July 1:        \$ \_\_\_\_\_  
 2: B = Salary for one summer month = A/9:                                \$ \_\_\_\_\_  
 3: C = Total summer salary (\$) requested:                                \$ \_\_\_\_\_  
 4: D = Total summer salary (months) requested = C/B =                \$ \_\_\_\_\_ (max = 2.5 months)

**SECTION III. SUMMER SALARY CERTIFICATION**

During the period from June 1, \_\_\_\_\_ to August 31, \_\_\_\_\_, I will devote \_\_\_\_\_ (may not exceed 2.5) months to work supported by University initiatives and/or sponsored projects. My effort will be allocated as follows (no more than 2.0 months may be allocated to department chartstrings):

<i>Amount</i>	<i>Start Date</i>	<i>End Date</i>	<i>Dept</i>	<i>Fund</i>	<i>Program</i>	<i>Site</i>	<i>Project</i>	<i>Activity</i>	<i>Person Month</i>
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Total Amount requested: \_\_\_\_\_ (must match total summer salary (\$) requested in Section II(3)).

Total Person Month requested: \_\_\_\_\_ (must match total summer salary (months) requested in Section II(4)).

**IMPORTANT POINTS TO REMEMBER WHEN DETERMINING SUMMER SALARY:**

- Summer salary paid from sponsored programs must be commensurate with time spent on the sponsored program in summer.
- Summer salary may not represent pay for work on sponsored projects during the academic year (i.e., summer salary paid in June from a sponsored program to a faculty member cannot represent time that they spent in November on the sponsored program).
- Summer salary amounts entered for faculty by departments for June will reflect any merit increases/rates of pay effective July 1.
- Faculty may devote 1 day a calendar week to outside activities during the time they receive summer salary. See [R&P Chapter IV, Section M.2](#) (“During a calendar year (vacation periods excepted), a Faculty member on full-time appointment shall devote an average of no more than one working day a calendar week to outside professional activity during the academic year and portions of the summer for which salary is drawn through the University”).
- Faculty receiving summer salary must work closely with the relevant department/center-level staff, as well as RIA and ORPA, to ensure that their outside professional activities are accurately, completely and timely disclosed internally (in the COI system) as well as externally (in biosketches and current and pending documents), and that their sponsored effort commitments are met or adjusted as necessary.
- Faculty must update information related to their outside professional activities on the COI Update Form *within 30 days* of any change, including the acquisition of any new outside significant financial interest, activity, or relationship that is related to your institutional responsibilities as defined in Princeton Policy.

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program/Center Director (if any funding is from Program/Center account)

\_\_\_\_\_  
Date

Questions regarding summer salary should be addressed to the finance office in the Office of the Dean of the Faculty (odof-finance@princeton.edu).