



Research Administration

Memorandum

To: Temple Research Community
From: Albana Cejne, MBA
Senior Associate Director, Research Accounting Services
Subject: Summer Salary Certification
Date: May 31, 2017

Dear Colleagues,

Temple University's Office of Research oversees the review of summer salary requests that are supported partially or in whole by external grant funds. In general, **summer salary** refers to the compensation a full time faculty member who has been hired on a 9-month faculty appointment may receive for work effort completed during the summer months if funds are available and authorized by the dean or dean's designee.

Faculty members holding a 9-month appointment are eligible for a maximum of 3 months of summer effort from all funding sources combined. In order to receive more than 2.5 months of summer salary, two forms need to be completed: 1. [Summer Salary Allocation Form](#) and 2. [Faculty Summer Certification](#). Note that form 2, the Faculty Summer Certification form must be signed by the faculty and dean of the college. Also note that a full time month of summer salary cannot be more than 1/9 of the Institutional Base Salary.

Please distribute this memo to your departments for use. If a request for 3 months of summer support has been already sent to payroll, both forms still need to be completed and sent to Research Accounting Services for our records.

If you have any questions regarding this communication, please contact Albana Cejne at 7-2059, or via email at albana.cejne@temple.edu.
