USA

UNIVERSITY OF SOUTH ALABAMA

April 28, 2020

Dear Colleagues:

Summer salary on grants and contracts for faculty, staff and students continues to be a point of discussion because of the uncertainties we are facing and the limited guidance from our sponsors. In light of this, the attached Summer Activity Form has been modified to <u>require signatures for the Dean, the Vice President for Research and the Provost.</u>

The additional concern has been the timing on paying salaries from grants or contracts when work is not being carried out or the effort is reduced and not in alignment with the salaries being paid out. Sponsors have been inconsistent on their guidance in these situations. To ensure that we do not have a situation where we have to reverse the source of funds to cover salary, a decision has been made that after May 15, 2020, <u>no salary or wage will be paid from a grant or contract for work that is NOT being carried out or effort is reduced and full salary requested.</u> This includes salaries for faculty, staff and students. Accommodations such as PPEs, will be considered for individuals who are in a high risk category e.g. immunocompromised.

Anyone who requests summer salary should complete the Summer Activity Form and send it to the Dean or designated individual for approval. If the Dean approves, it will go to Vice President Lynne Chronister and Provost David Johnson for final review and approval. If anyone has already completed the form and submitted it, they may use the same form and just include signatures on the existing form.

Thank you, we do understand this is additional burden and appreciate your understanding that these are exceptional times.

Thank you and stay well,

Lynne Chronister
VP of Research and Economic Development

Dr. David Johnson
Provost and Senior VP for Academic Affairs