**Policy and Procedures for Using Sponsored Research Overhead Funds for Faculty Summer Salary**

Faculty members on nine or ten-month appointments have the opportunity to draw up to three months of additional salary from their Sponsored Research Overhead Funds (“SRO Summer Salary”) for otherwise non-sponsored research. The following are the requirements for drawing SRO Summer Salary.

* Only those nine and ten-month faculty members who are **not** receiving full summer salary from other sources, such as salary for summer instruction and salary from a sponsored project, are eligible for SRO Summer Salary.
* A faculty member drawing SRO Summer Salary cannot receive research salary from Start-Up Funds (i.e., funds allocated to a new faculty member to use in their first or second year of employment to start a lab and/or research center).
* SRO Summer Salary must be for work performed during the summer period (first day of Summer Pre-Session to first day of Fall semester.
* The rate of pay for SRO Summer Salary is based on the faculty member’s base salary as of the date of the request (“Institutional Base Salary”), as set forth below.
* SRO Summer Salary is calculated as follows:
	+ SRO Summer Salary for nine-month faculty will be based on one-ninth (1/9) of the faculty member’s Institutional Base Salary, for up to six bi-weekly pays (up to 3 summer months). The total summer salary from all sources must not exceed 3 summer months.
	+ SRO Summer Salary for ten-month faculty will be based on one-tenth (1/10) of the faculty member’s Institutional Base Salary, for up to four bi-weekly pays (up to 2 summer months). The total summer salary from all sources must not exceed 2 summer months.

To request SRO Summer Salary, faculty must adhere to the following procedures:

Complete the Summer Research Approval Form ([click here](https://www.wichita.edu/research/documents/Faculty_Summer_Research_Funding_Approval_Form.pdf)). All requests must include a detailed explanation of the type of research to be performed and the expected outcomes. All requests must also contain confirmation that the identified SRO fund has current cash available to support the salary requested.

* Once completed, the form is routed to the faculty member’s Departmental Chair, College Dean, AVP Research and the Provost for approval.
* All approved requests will be sent to the Office of Research for final confirmation of SRO fund availability.
* Once approved, the Office of Research will work with the faculty member’s department to complete the ePAF and bill the SRO fund for the SRO Summer Salary.