Faculty Salary Direct Charging Tips

- Academic salary from sponsored funds should be deployed between 9/16 – 6/15 only. The salary should be reverted to the default non-sponsored account(s) for the summer quarter.

- Keep in mind FSM payroll deadlines when charging FSM projects. Their payroll calendar can be found at [http://www.feinberg.northwestern.edu/finance/Calendars/Payroll/index.html](http://www.feinberg.northwestern.edu/finance/Calendars/Payroll/index.html)

- Throughout the year monitor sponsored project start and stop dates and balances.
  - Extend funding mid-year as needed, add new sources of funding, etc.

- On salary plan spreadsheet - on Appt 1 page, list all salaries (9 month portion) at the top if there are multiple appointments.

- If paid partially by an endowment – typically leave the endowment funding unchanged, only reduce % from default non-sponsored salary account. (The endowment funding may need to be reduced in certain circumstances. Contact your Dean’s office to confirm if you have questions).

- Keep tabs on who is over the NIH salary cap in your department (including any mid-year salary increases).
  - New cap is issued near the beginning of each calendar year.
  - Currently 9-month NIH cap is $149,775.

- Keep in mind NSF’s 2 months salary limit per year (based on fiscal year). Note: cost shared salary does not count toward the 2 month annual limit.

- Per Tina Mete - confirm the effort report looks correct each quarter because there is an adjustment that needs to take place in ERS (especially if more than 1 non-sponsored account is involved).
  - You can use the effort table on the salary plan spreadsheet to confirm the effort.
  - Notify Tina asap if the effort report does not look right.