





April 15, 2024

TO: Main Campus Faculty, Chairs, Deans, and Department Administrators

FROM: Ellen R. Fisher, Vice President for Research 
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SUBJ: 2024 Summer Research for Nine-Month Faculty

The 2024 summer research period will be May 13, 2024 through August 9, 2024. The [2024 Summer Research Guidelines](#) have been published on the Office for Academic Personnel (OAP) website. For academic year (9-month contract) appointed faculty, the University of New Mexico allows for the maximum of an additional 3/9ths of a faculty member’s academic year salary to be earned for externally funded scholarship, research, and creative works performed during the summer months.

Summer research payments are based on the faculty member’s institutional base salary (IBS). IBS is defined as the faculty member’s 9-month base salary and does not include special administrative components and extra compensation.

Please refer to the definition of [IBS](#) and [2024 Summer Research Guidelines](#) on the OAP website for additional information regarding 2024 summer research payment limits.

Requests for summer research salary must be processed using the [Summer Research Form](#).

For a faculty member receiving a summer research payment supported by restricted funds **that require manual entry**, the summer research form, completed within the faculty member’s academic department, is submitted to Contracts & Grants (C&G) for review and approval. C&G will then submit the form directly to OAP at faculty@unm.edu. If only unrestricted indices are charged, the department can submit them directly to faculty@unm.edu.

Summer research payments for faculty **who have received summer research funds previously must be processed via EPAF**. You may locate summer research payment EPAF instructions on the OAP website. For summer salary charged to restricted awards, the associated Contract & Grant Accounting office must be included in the approval queue. For assistance with the EPAF process, please contact OAP at faculty@unm.edu or 505.277.4528.

Summer research positions are pooled at the department level. Please use the same pooled position number that was used last summer.

Summer 2024 research compensation deadlines are as follows:

Actual Period of Work	Deadline for Paperwork to Contracts and		Payday
	Grants	OAP	
May 13 - May 31	May 6	May 10	May 31
June 1 - June 30	May 31	June 7	June 28
July 1 - July 31 ¹	June 28	July 8	July 31
Aug 1 - Aug 9 ²	July 29	Aug 9	Aug 30

Summer 2024 research forms submitted after the stated (above) deadlines will require a payroll adjustment form for the applicable payroll period. The adjustment form can be found on Payroll’s website (<https://payroll.unm.edu/resources/payroll-adjustment-and-leave-form.pdf>). For additional information on the 3/9ths rule and example calculations, please refer to the guidelines available on the OAP website (<https://oap.unm.edu/resources/summer-research-guidelines/index.html>).

¹ Rates for July salaries will be determined by the 2024/2025 academic year salary. See OAP’s summer 2024 research compensation guidelines at <http://oap.unm.edu/academic-administrators/summer-research-guidelines/index.html>

² Rates for August salaries will be determined by the 2024/2025 academic year salary. See OAP’s summer 2024 research compensation guidelines at <http://oap.unm.edu/academic-administrators/summer-research-guidelines/index.html>