




April 5, 2021

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

**FROM:** Ellen Fisher, Vice President for Research   
Barbara Rodriguez, Senior Vice Provost for Academic Affairs

**SUBJ:** Summer Research for Nine-Month Faculty

The 2021 summer research period will be May 16, 2021 through August 14, 2021. 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.

Requests for summer research salary must be processed using the **Summer Research Form** (available at <http://ofas.unm.edu/resources/forms/summer-research-form.pdf>).

The pooled positions will be pooled at the department level. Please use the same pooled position number that was used last summer. Summer research payments will be processed via EPAF. You may locate summer research payment EPAF instructions on the Office of Faculty Affairs and Services website at <http://ofas.unm.edu/resources/epaf-guides/summer-research-epaf.pdf> . For assistance with the EPAF process, please contact the OFAS HR consultant, Iris Gutierrez, [faculty@unm.edu](mailto:faculty@unm.edu).

For summer scholarship, research, and creative works supported by restricted funds and for a faculty member receiving summer research for the first time, the summer research form completed within the faculty member’s academic department, is submitted to Contracts & Grants (C&G) for review and approval. Once approved, C&G will submit the form directly to Faculty Contract ([faculty@unm.edu](mailto:faculty@unm.edu)) and copy the department contact. For all other summer research, the department staff will submit an EPAF with the summer research form. C&G does not need to sign the summer research form when submitting an EPAF as they are in the approval queue. Please do not send forms directly to the Office of Faculty Affairs and Services (OFAS) or to the Payroll office as it may result in a delay in processing and payment.

For the 2021 summer guidelines, UNM’s institutional base salary is defined as the 9-month base salary plus any special administrative component (SAC) that was in effect at the time the summer research payment was approved.

(NOTE: The guidelines for 2022 will be modified to comply with current policy and exclude SACs and the ‘plus’ component of the ‘base plus’ salary structure from the institutional base salary.)

Summer 2021 research compensation deadlines are as follows:

Actual Period of Work	Deadline for Paperwork to Contracts and Grants	Deadline for EPAF/Paperwork to OFAS	Payday
May 16 - May 31	May 3	May 7	May 28
June 1 - June 30	May 28	June 4	June 30
July 1 - July 31	July 2	July 9	July 30
Aug 1 - Aug 14	July 30	Aug 13	Aug 31

Summer 2021 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 OFAS website (<http://ofas.unm.edu/resources/summer-research-guidelines/index.html>)