

Date: April 2020

To: School Deans and CBOs

From: Padma Raghavan, Vice Provost for Research

RE: Summer Salary during COVID-19 Environment

This communication is to provide institutional guidance on the upcoming summer salary requests for this summer. Due to the impact on the campus and the remote environment in place at this time, it is advised that only faculty who can perform their research remotely should be approved and set up to receive summer salary payments. This guidance is being recommended for all schools with nine-month appointment faculty who are requesting summer salary from externally funded grants. This position is in line with the guidance being expressed by our peer universities on their campuses across the country.

Please refer to this communication, when needed, as you work with your faculty and staff on summer salary schedules. Please direct any questions on this matter to OCGA or my office if they arise. Thank you for your continuing attention to compliance matters here at Vanderbilt University.

Cc: Michelle Vazin, Director Office of Contract and Grant Accounting (OCGA)
Eric Kopstain, Vice Chancellor for Administration
Eric Bymaster, Associate Vice Chancellor, Financial Operations and Planning