

**2021-2022 NBER RESEARCH ASSOCIATES/FACULTY RESEARCH FELLOWS
PROJECT AND SALARY INFORMATION**

Name (Please Print)

Email (Please Print)

DIRECTIONS:

Please use <https://back.nber.org/sendthisfile/> to send payroll forms or other confidential information securely to the NBER.

To comply with federal grant regulations, the NBER collects two measures of the effort that you devote to your research projects.

The first measure is the "Percent of NBER Effort" that you devote to each paid activity or research project during a particular time period. This is the ratio of your effort on a particular project or activity in a given time period to your total effort devoted to the NBER over that time period. If you have only one compensated NBER activity in a time period, this percentage will be 100%. If you have multiple compensated projects or activities for a given period, however, you need to separately identify the effort that you plan to devote to each.

The second measure is the "Percent of Total Professional Effort" that you will devote to each project or activity in each time period. If you are receiving salary support from sources other than the NBER for some of the time periods below, this percentage should be less than 100%. Please note that the percentage you report must be at least as great as the percentage of your usual academic salary (your base salary) that you plan to draw from your NBER-administered research project. If you are being paid from an NIH grant and your base salary exceeds the NIH salary cap, however, the percentage of total effort you devote to your project must be at least as great as the salary you expect to draw from your NIH grant as a percentage of the NIH salary cap. This applies regardless of your base salary.

The attached page presents several examples that help illustrate the nuances of effort calculations. If you have questions, please do not hesitate to contact Alterra Milone (alterra@nber.org).

SALARY ALLOCATION REQUEST: Summer Salary _____ Academic Year Salary (aka Day-per-week)* _____

* In requesting salary during the academic year, I certify that this is consistent with my home institution's outside activities policy. I will note below and alert my grant administrator if I also receive salary through federal grants at my home institution.

mm/dd/yy	thru	mm/dd/yy	% of NBER Effort	Title of Project	NBER Account #	% of Total Professional Effort
____/____/____	thru	____/____/____	_____	_____	_____	_____
____/____/____	thru	____/____/____	_____	_____	_____	_____
____/____/____	thru	____/____/____	_____	_____	_____	_____

The following information is held in confidence. June salary payments are made at the previous academic year's salary rate.

Academic salary 2021-2022 (if known) \$ _____ for _____ months

Final academic salary 2020-2021 \$ _____ for _____ months

Please describe any non-NBER compensation you expect to receive for the time periods above when you will be paid by NBER.

- ____ **NO**, I do not have any compensation from any other sources during the time I am paid by NBER
 ____ **YES**, I have compensation my academic year salary but no other outside funding during the time I am paid by NBER
 ____ **YES**, I have compensation from other sources during the time I am paid by NBER and they are:

Signature

The NBER withholds state income taxes from all payroll payments. Find forms here: <https://www.nber.org/state-income-tax-forms>

Examples of Percentage of NBER Effort and Total Professional Effort Calculations

Example 1: NIH Grant, Investigator Salary Exceeds NIH Salary Cap

Professor U has an academic year salary of \$225,000, so his monthly academic year salary is \$25,000. The NIH salary cap is \$197,300 for twelve months, or \$16,442 per month. Professor U is receiving one month of support at a capped salary of \$16,442 from his grant. He is expected to devote 100% of his total professional effort to his NIH project. He will not receive any other salary from the NBER for that month so his NBER effort is also 100%.

Example 2: NSF Grant, Investigator Salary Exceeds NSF Salary Cap

Professor V has an academic year salary of \$270,000. Her monthly academic year salary is \$30,000. She was budgeted to receive 83.33% of one month from her grant at \$25,000. She is receiving \$25,000 (the salary cap amount) from her NSF grant. She is expected to devote 83.33% of her total professional effort for one month ($25,000/30,000$) to her NSF project. (Note the difference between NSF and NIH in this situation.) Professor V will not receive any other salary from the NBER for that month, so her NBER effort is 100%.

Example 3: NIH Grant, Investigator Salary Exceeds NIH Salary Cap but Grant Support is Less Than One Month

Professor W, who like Professor U has a monthly academic year salary of \$25,000, has a salary above the NIH salary cap of \$16,442 per month. Professor W, however, expects to receive \$8,221 in salary support for one-half month through an NIH grant. Professor W is expected to devote at least 50% of his total professional effort ($\$8,221/\$16,442$) to his NIH project. (Note that the critical percentage is $\$8,221/\$16,442$, not $\$8,221/\$25,000$.) Professor W will not receive any other salary from the NBER for that month, so his NBER effort is 100%.

Example 4: NSF or NIH Grant, Salary below the Salary Cap

Professor X has an academic year salary of \$90,000, and a monthly salary of \$10,000. She is budgeted to receive two months of summery salary (\$20,000) from either an NSF or an NIH grant. She is expected to devote 100% of each month to the project. She will not receive any other salary from the NBER for that month so her NBER effort is also 100%.

Example 5: Multiple Grants at the NBER

Professor Y, who like Professor W has a monthly academic year salary of \$25,000, has a salary above the NIH salary cap of \$16,442 per month and is budgeted to receive \$8,221 in salary support for one-half month through an NIH grant. Professor Y also has an NSF grant and is budgeted to receive \$12,500 for one-half month from the grant. In July, Professor Y expects to receive \$8,221 from her NIH grant and \$12,500 from her NSF grant. Professor Y is expected to devote at least 50% of her total professional effort ($\$8,221/\$16,442$) to her NIH project. (Note that the critical percentage is $\$8,221/\$16,442$, not $\$8,221/\$25,000$.) Her total professional effort will also be 50% on her NSF grant ($\$12,500/\$25,000$). Her NBER effort will be 50% on the NIH grant and 50% on the NSF grant.

Example 6: After-the-Fact Effort Reporting

Professor Z, whose monthly salary exceeds the NIH salary cap, is budgeted to devote 75% of his total professional effort to an NIH project. Professor Z does not receive any additional salary from the NBER so his NBER effort is 100%. He devotes 30 hours a week to the project, but also spends 20 hours a week on teaching and administrative responsibilities at his university. His total professional effort on the project is 60% ($30/50$). Professor Z may not calculate “Total Professional Effort” percentages on the basis of a 40-hour week or any other “standard” work week. Total professional effort must always be calculated and expressed as a percentage of the total effort. Since his total professional effort after-the-fact did not match his budgeted effort, the amount of salary that he draws from the grant would need to be reduced after-the-fact to match his effort. His NBER effort remains unchanged at 100%.