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SERIAL ORCI-2016-03

SUMMER SALARIES IN THOSE UNITS WHERE ACADEMIC CALENDARS HAVE BEEN AFFECTED

ADMINISTRATION DEANS, PURCHASING DIRECTORS, FINANCE DIRECTORS, SPONSORED PROGRAMS OFFICES AND/OR ANY PERSONNEL RELATED TO THE MANAGEMENT OF FEDERAL ACCOUNTS



P/C


Gladys Escalona de Motta, Ph. D.
Vice president for Research and Innovation


Carlos Rodríguez Rivera
Director

Vice Presidency
for Research
and Innovation

Office for
Research
Compliance
and Integrity

The University of Puerto Rico faces challenges that have limited some of our University tasks. Despite this, thanks to the communication and understanding between the various University sectors, scientific research, in its various aspects, and service projects sponsored by external funds have been able to advance without major setbacks.

According to the original academic calendars, units that work on a two semesters plan should begin in a few days its summer period. Several of the research, service and training projects, subsidized by external funds advance its productivity through a total dedication (100% effort) during this summer period. Therefore, programs allocate resources for the payment of summer wages of summer for the staff of these projects.

In order to continue with this work, and so that compliance with commitments to these sponsoring agencies be affected as little as possible, the following uniform actions will be taken leading to the payment of the corresponding summer salaries in those units which carry out such projects in its facilities and whose academic calendars have been affected:

1. The Project Director or Principal Investigator of grants that include salaries for summer research, with the approval of the respective dean or director, shall submit to the Office of External Resources of the corresponding unit a document which certifies compliance with the time and effort commitments related to his/her project and indicating that such project has not been affected by interruptions of regular activities at the unit.

Jardín Botánico Sur
1187 Calle Flamboyán
San Juan, Puerto Rico
00926-1117

☎ 787-281-0894
☎ 787-751-7376

2. The Project Director or Principal Investigator will request in writing the approval from the appropriate sponsoring agency program officer to continue with the project summer tasks (model letter is attached).
3. Upon receipt of this approval and documentation, the Office of External Resources of each unit will make arrangements for the payment of summer wages, maintaining copies of the reference documentation in the files of the respective projects.
4. Once continuation of the semester is re-scheduled, with the necessary modifications to the academic calendars, researchers with academic commitments for the second half of the academic year 2016-2017, will return to the original distribution of time and effort, making the corresponding adjustments in their dedication to approved summer tasks.

It is essential for the continuity of the research work carried out at the University of Puerto Rico to secure full compliance with the requirements of the sponsoring agencies and the commitments of the funded projects. The given guidelines represent the minimum procedure that complies with institutional responsibility. Additional actions could be required by sponsoring agencies. Given the unusual situation at the UPR, not included in the guideline of these agencies, we should act with moderation and assertiveness, ensuring institutional assets and safeguarding the resources achieved with so much effort by the institution and its productive and competitive researchers.