

-- Salary Cap Addendum

This worksheet enables faculty who are paid more than the salary cap, to complete section “6. Cost Sharing” of the Faculty Effort Certification (FEC) form.

Faculty Name: _____ **Department:** _____

Employee ID #: _____ **Quarter/Year:** _____

A	B	C	D (B/C)*100	E	F (D-E)	G
NIH Budget Number	\$ Paid on Budget	Monthly Salary Cap	Salary as % of Cap	% Time From FEC	Minimum Cost Share Required	Cost Share % Performed

Instructions for revisions to the pre -printed Salary Cap Addendum information.

1. If you have changed salary information on a NIH budget listed on the face of the FEC, place the new dollar amount for this budget in Column B.
2. The applicable salary cap listed in Column C should remain the same.
3. Divide Column B by Column C and multiply by 100. Place this amount in Column D.
4. Transfer the new % time from the face of the FEC to column E.
5. Subtract column E from Column D and place this amount in Column F. This is the minimum amount of cost share required to be in compliance with NIH salary cap requirements.
6. Place the actual cost share performed in Column G. This amount may be the same as, less than or more than the minimum required in Column F. If, however, this amount is less than the minimum, the faculty member will not be in compliance with NIH salary cap requirements.
7. Transfer the NIH budget number from Column A and the % of cost share listed in Column G to section 6 on the FEC.

Instructions for adding an NIH budget to the addendum that did not appear on the pre -printed FEC.

1. Place the NIH budget number in Column A.
2. Place the salary dollars paid on the NIH grant in Column B.
3. Determine the NIH salary cap applicable to the budget and place in column C. Instructions for determining the appropriate cap can be found in "Instructions for Determining the Appropriate Salary Cap for NIH and SAMHSA Grants and Contracts" available from Management Accounting and Analysis, 5-7395.
4. Divide Column B by Column C and multiply by 100. Place this amount in Column D.
5. Transfer the % time from the front of the FEC to Column E.
6. Subtract column E from Column D and place this amount in Column F. This is the minimum amount of cost share required to be in compliance with NIH salary cap requirements.
7. Place the actual cost share performed in Column G. This amount may be the same as, less than or more than the minimum required in Column F. If, however, this amount is less than the minimum, the faculty member will not be in compliance with NIH salary cap requirements.
8. Transfer the NIH budget number from Column A and the % of cost share listed in Column G to section 6 on the FEC.