



Guideline Tool for Requesting and Charging Senior Personnel Salary in Compliance with the NSF 2-Month Salary Rule*

At Proposal:

Situation:	Information needed from PI:	Approval:
Single proposal requests salary support exceeding 2-month limit	The proposal needs to include: 1) requested salary in the budget; 2) salary level explained in the budget justification; and 3) an explanation in the project description for the need of an increased level of supported salary effort on the project.	NSF will review the proposed salary and, if approved, it will be included in the award document budget.
Proposed salary request pushes total NSF awards' salary support above the 2-month limit	Disclose all the following in the proposal: 1) requested salary support amount is commensurate with scope of the project; 2) total salary support across all PI's NSF awards will exceed the 2-month limit; 3) how project is negatively impacted by reduced salary support; 4) why non-senior personnel is an unavailable alternative.	NSF will review the proposed salary and, if approved, it will be included in the award document budget.

After Award is Granted:

Situation:	Information needed from PI:	Approval:
PI has total NSF salary support that exceeds 2-month limit across multiple projects. Can the salary be charged on all projects?	1) Allowable if properly disclosed in the proposal. 2) If not disclosed at proposal that total salary support across all NSF projects exceeds 2-month limit, PI needs to contact the project's OCG grant officer to provide an explanation for the need, including such details that would be provided at proposal stage for this circumstance.	1) No NSF approval is needed. 2) PI provides written justification to the project's OCG grant officer. 3) PI notifies proposal analyst to ensure new salary support level is updated on new proposals.
PI determines more salary support is required once project work has started. Can the project be rebudgeted to provide this additional salary?	PI supplies documentation substantiating its need via: 1) budget impact statement; 2) justification for supplemental funding request; or 3) internal justification for the change in salary support addressing all of the following questions: a) why this is needed to fulfill project research objectives; b) how project is negatively impacted if additional salary support is not provided; c) describing how the salary cost is a prudent use of NSF's funds; and d) how other budgeted project costs will be reduced for their salary cost.	1) NSF approval needed only if this represents a change in project's objectives/scope. 2) When NSF approval is not needed, provide written justification containing all the required information to the project's OCG grant officer for retention in eRA. 3) PI notifies Proposal Analyst. 4) Current and Pending must be updated with next NSF proposal submission.

*See the Procedural Statement, [NSF Two-Month Salary Rule for Project Senior Personnel](#), for detailed instructions required for each of these processes