

Salary Adjustment Examples

Examples of acceptable justifications for salary adjustments that can be used as a reference:

- “To charge 10.5% of Dr. Smith’s effort to the appropriate project account (RESxxxxxx) to reflect actual work performed during this period.”
- “To charge 25% of Dr. Smith’s salary for the month of [Month, Year] to his NIH account (RESxxxxxx). The administrator was not aware that Dr. Smith increased his effort to begin Aim 2 of the research project.”
- “PI increased effort in the final month of the project to ensure completion of deliverables. This adjustment reflects that increased commitment.”
- “To correct the distribution of salary for [Employee Name] for the month of [Month, Year] to reflect actual effort on project RESxxxxxx, as the original charge was made to an administrative account in error.”
- “Salary for [Employee Name] is being reallocated to RESxxxxxx for the month of [Month, Year] to align with the project’s start date and corresponding work performed.”
- “Due to a delay in award setup, initial salary charges for [Employee Name] were not allocated correctly. After confirming with [Employee Name], this adjustment reallocates effort to match their support of project RESxxxxxx.”
- “[Employee Name] increased effort effective [Date] to support expanded project activities during the no-cost extension period. This adjustment reflects that change.”
- “This adjustment reallocates salary charges from RESxxxxxx to RESyyyyyy, as project aims and funding support for [Employee Name] shifted mid-project at the PI’s direction.”
- “To align with the revised project budget and effort commitments outlined in the approved RPPR dated [Date], this salary adjustment reflects increased effort on RESxxxxxx.”
- “Project A ended, and Dr. [Name]’s effort continues under the continuation project, Project B.”
- “Dr. [Name] has decreased effort on Project A and increased effort on Project B to support new research priorities.”
- “(Training Grants Only) Post-doc [Name] should have exactly \$X distributed to TRNxxxxxx, in accordance with training grant requirements.”
- “Distributing retro salary increase (effective [date]) across Dr. [Name]’s active projects proportionally based on effort.”
- “Dr. [Name] began work on Project A on [date]. This adjustment reflects the transfer of effort to that project beginning on the effective date.”