# Salary Cap Determination for 12-Month Employees

**These salary cap guidelines apply to any agency with a salary limitation requirement.**

**Appointment**

**12-Month (Monthly)**

**Salary Limitation (12-month)**

**HHS**

NIH - January 1, 2025, through September 30, 2025 (Executive Level II) $225,700.00

This rate applies to all Health and Human Services (HHS) agencies. A listing of HHS agencies can be found at the following

link: <https://www.hhs.gov/about/agencies/hhs-agencies-and-offices/index.html>

**Other Agencies**

Reference to the Award agreement for the corresponding limitation amount

**Institutional Base Salary**

The current Institutional Base Salary (IBS) for the employee

**Institutional Base Salary Percent**

The percentage of IBS effort (Direct Salary + Cost Share) to be allocated to the project

**The Percent of IBS Salary Allowable**

Allowable Percent = Salary Limitation / Institutional Base Salary

**Allowable Amount**

**The total effort percentage charged to an award account (Direct Salary + Cost Share) is multiplied by the Allowable Percent to determine the allowable amount that can be applied to the award. The remainder is unallowable and must be applied to an INSTx subaccount.**

## Calculation – Determination of Salary Cap – 12-Month Employees

|  |  |  |
| --- | --- | --- |
| **Appointment** | **Academic** |  |
| Salary Limitation | $ 225,700.00 |  |
| Institutional Base Salary | $ 250,000.00 |  |
| Total Effort Percentage on Project | 50% |  |
| Allowable Percent | 45.14% |  |
|  | **Dollars** | **Percent** |
| Direct Salary + Cost Share / Effort Percent | $ 112,850.00 | 45.14% |
| Unallowable (INSTx) | $ 12,150.00 | 4.86% |
| Total Salary (Effort Percentage) | $ 125,000.00 | 50.00% |

**The Unallowable Amount must be reallocated to an INSTx subaccount.**