

**Sponsored Programs**  
**DSR 01-01\***

# **SPONSORED PROGRAMS MANUAL**

## **Policy on Additional Compensation**

July 25, 2001, August 2008

### **Purpose:**

This policy is to assure that additional compensation requested on a sponsored project is appropriate, necessary, and can be justified and to make sure that all proposals containing a budget line-item requesting additional compensation have the required University approvals prior to submission.

### **Background:**

The federal Office of Management and Budget (OMB) Circular A-21 states that charges for work on sponsored agreements are allowable as a direct charge as long as the amount charged is based the faculty member's base salary rate. Salary above and beyond the faculty member's base salary rate is considered extra compensation and may be allowable if specifically approved in writing by the sponsoring agency. Summer salary paid to faculty on academic year, or nine-month contracts is not considered extra compensation. Intra-university consulting, according to A-21, is assumed to be undertaken as a university obligation requiring no compensation. If extra compensation is requested for consulting that crosses departmental lines, it must also be approved by the sponsoring agency.

The Florida Atlantic University Academic Affairs Faculty Handbook provides the University's policy on processing additional compensation after a grant or contract has been awarded. In general, additional assignments for faculty should not exceed more than 0.25 FTE, or the equivalent of the workload associated with one additional 3-credit course. This compensation will be paid under a separate OPS contract. A "Dual Compensation Form" signed by the faculty member's department chair, dean, and the Director of Sponsored Programs should be attached to the contract before it is forwarded to the Provost's Office. Except in emergency situations, the completed form must be received in the Provost's Office at least one month prior to the beginning date of the assignment.

The above policy does not address the additional compensation at the proposal stage.

### **Policy:**

Sponsored Programs requires that all proposals whose budgets include funds to pay for salary in excess of 1.0 FTE be accompanied by a "Justification For Additional Compensation" form. The need for additional compensation should be clearly documented on the form. The department chair, dean, and provost must sign the Justification Sheet and it should be submitted along with the Pre-award Routing Sheet, Patent Policy, and Disclosure of Financial Conflict of Interest forms.

Faculty members are encouraged to contact DSR during the developmental stage of the proposal if they are planning to include funds for additional compensation in their budget so that it can be determined whether it is allowable under sponsored guidelines.

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\* Renumbered from DSR 02-01.

**JUSTIFICATION FOR ADDITIONAL COMPENSATION**

**(Dual compensation)**

**FAU Pre-Award Approval Form**

Project Title: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

List the name of the FAU employee for whom the request is being made, their department, the amount of the additional compensation proposed, and the time period during which the additional compensation pay will be earned. Please use a separate for each employee.

NAME	DEPT	% EFFORT OVER 1.0 FTE

The University will only allow additional compensation if it is clearly indicated in the budget and approved by the sponsoring agency. In addition, ALL of the following conditions must be met:

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The activity for which additional compensation is being requested does not conflict with normal, total responsibilities to FAU for teaching, research, public services and committee and administrative duties. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The work involved will be in addition to an employee's regular workload and does not involve release time.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The additional responsibilities are to be performed for a department, center, or academic unit other than the employee's assigned department or involve a separate function or physically remote location.      |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The additional responsibilities, together with the employee's normal responsibilities, do not exceed the maximum allowed by University policy. (See the Academic Affairs Faculty Handbook)                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Provisions for dual compensation comply with university policy.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The additional compensation is explicitly stated in the proposal budget.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. The rate of pay is consistent with the employee's base salary.  |

Justification: (Explain why dual compensation is necessary to complete the proposed tasks)

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I have read the above and agree that all conditions have been met and support the request for additional compensation.

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Principal Investigator Date

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Chair/Director Date

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Dean or Administrator Date