PURPOSE

To establish guidelines and procedures to be followed in those cases where additional compensation is requested and to incorporate the method to be used to determine the maximum amount of compensation for summer research to be charged to externally funded grants or contracts.

AUTHORITY

Part Two, Chapter III, Section IV and XII of the Bylaws and Rules of the University of Louisiana System. University of Louisiana System Policy and Procedure Memorandum FB-IV.III.-1 (Private Grants and Federal Funds Authority); FB-IV.-6a (Guidelines for Approving an Affiliated Organization’s Payments to or on Behalf of Employees); M-10 (Grant Applications/Contract Documents); M-15 (Authorizing Contracts Between the University and a Member of the Faculty, Research Staff, or Coaching Staff or a Company in which the Employee has an Interest Under Specified Circumstances).

DEFINITIONS

Academic Year Appointment is a nine-month appointment that coincides with the academic-year calendar. This appointment is considered continuous from the beginning of the fall semester to the end of the spring semester, with no breaks. Intervening non-workdays, such as weekends, Labor Day, spring break, Christmas break, are included in the academic year base salary.

Academic Year Base Salary is the compensation established by the university for services rendered during the academic year.

Additional Compensation is remuneration paid by the university for work done in addition to normal duties which increases the faculty member’s percent of effort beyond 100 percent.

Compensation for Summer Research is remuneration paid by the university for the work done between the end of the spring and the beginning of the fall semesters. A total of 60 working days (one-third of the academic year) is the maximum number of days for which faculty members can charge salaries to grants and contracts during the summer period. Compensation received for research or instructional activities during this period is not regarded as "additional compensation."
**Academic Daily Rate** is the amount of daily compensation which is derived by dividing the academic year base salary by the number of work days in the academic year (i.e., 180 days).

**GENERAL POLICY**

Compensation for the time spent on both research and instructional activities during the academic year is deemed by the university to be included in the faculty member’s regular academic year base salary. Often, this compensation is partially funded by a Federal grant or contract.

Federal regulations allow charges for work performed by faculty members on sponsored agreements during the summer months "where the determination of the rate of compensation follows the normal policy of the institution governing compensation to faculty members during such period, and where the rate is determined to be not in excess of the base salary divided by the period to which the base salary relates." In unusual cases where the work performed is beyond the faculty member’s departmental load, charges representing additional compensation above the base salary may be allowed if provided for in the agreement and approved in writing by the sponsoring agency.

**PROCEDURE**

**Summer Research Compensation**

Summer teaching compensation for academic year employees is based on a fixed percentage of the academic year salary. Research appointments may be made in addition to teaching appointments. The summer compensation for faculty members conducting research and for those who teach will be limited to either length or percent of effort so that they may earn no more than the equivalent of 60 working days based on their academic year daily rate.

The following table depicts several scenarios which may be applicable depending on the summer workload of the individual faculty member:

<table>
<thead>
<tr>
<th>Summer School Credit Load</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer School % Effort</td>
<td>0.00%</td>
<td>16.67%</td>
<td>33.33%</td>
<td>50.00%</td>
<td>66.67%</td>
<td>83.33%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Days Available for Research</td>
<td>60.00</td>
<td>53.33</td>
<td>46.67</td>
<td>40.00</td>
<td>33.33</td>
<td>26.67</td>
<td>20.00</td>
</tr>
</tbody>
</table>

In those instances where a faculty member needs to exceed 100 percent of full-time effort during the summer period, the request for remuneration for the increase in percentage will be considered additional compensation, and as such will require prior written approval from the sponsoring agency.

**Additional Compensation**

If a principal investigator determines that a proposed project will require a researcher’s attention during an intervening non-workday period of the academic year (e.g., weekends, spring break, Christmas break), and will warrant remuneration which augments his or her academic year base
salary, this payment will constitute additional compensation. It is the principal investigator's responsibility to clearly identify such remuneration as a line item in the budget of the proposal.

This additional compensation is to be calculated on the same basis as any other activity conducted during the academic year, e.g., on an academic workday basis. Generic terms, such as "salaries," "overload," "personnel services," "stipend payments," etc., may not be used as requests for additional compensation. Requests for additional compensation must be clearly labeled "additional compensation" in the budget of the proposal, or a budget adjustment must be approved in writing by the sponsor.

Office of Research and Sponsored Programs

The Office of Research and Sponsored Programs assists members of the UNO faculty and staff in the submission of proposals for external funding and in the administration of awarded grants and contracts. All grant and contract proposals are approved by the Vice President for Research and Economic Development or the Vice President's designee before being transmitted to a potential sponsor.

The Office of Research and Sponsored Programs insures that any request for additional compensation is justifiable under the terms or scope of the proposed project, accounted for under the terms or scope of the proposed project, clearly identified as additional compensation in the budget of the original proposal, or within a budget adjustment request, and subsequently approved by the appropriate sponsoring agency. Additional Compensation will be charged the appropriate fringe benefit rate.

Office of Sponsored Programs Accounting

The Office of Sponsored Programs Accounting routinely verifies Personnel Action 101 Forms charging restricted accounts for the availability of funds to support expenditures for salaries. Sponsored Programs Accounting is responsible for comparing those 101 Forms requesting additional compensation with the agency approved budget to ascertain whether approval for additional compensation was granted by the sponsoring agency.

If the affected budget does not clearly and specifically provide for such additional compensation, the 101 Form will be rejected.

Peter J. Fos, Ph.D., M.P.H.
President
University of New Orleans