<table>
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<tr>
<th>ADMINISTERED BY: Office of Vice President for Research and Economic Development</th>
<th>Policy No:</th>
<th>AP-RE-02.3</th>
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<tbody>
<tr>
<td>TITLE:</td>
<td>Additional and Summer Compensation Charged to Grants and Contracts for Academic Year Appointments</td>
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<tr>
<td>EFFECTIVE DATE:</td>
<td>February 14, 2014*</td>
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<tr>
<td>(*Policy Revised, see below)</td>
<td>CANCELLATION:</td>
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<td>REVIEW DATE:</td>
<td>Fall 2018</td>
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**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).*

**DEFINITIONS**

**Academic Year Appointment** is a nine-month appointment that coincides with the academic-year calendar. This appointment is considered continuous from August 16 through May 15, with no breaks. Intervening non-workdays, such as weekends, holidays, and breaks, 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 (See AP-BA-39.2, Compensation Limits for Academic and Non-Classified Employees).

**Compensation for Summer Research** is remuneration paid by the university for the research or creative activity completed between the end of the spring and the beginning of the fall semesters. A total of three months’ salary is the maximum amount for which faculty members can charge in regular salary to grants and contracts during the summer period.
**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 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*

Research appointments may be made in addition to teaching appointments. The summer compensation for faculty members conducting research will be limited to three months of salary. Some agencies may have salary limits that must be adhered to and those guidelines must be followed in addition to this policy.

If an academic employee is teaching and performing research the total amount of summer salary is still limited to three months. **The academic employee and chair of the department are responsible for ensuring that the requested summer salary does not exceed the allowed amount.**

In those instances, where a faculty member needs to exceed 100 percent of full-time effort during the summer, 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 before it can be charged to an externally funded grant or contract unless it is a fixed price contract that does not prohibit additional compensation.

*Additional Compensation*

If a principal investigator determines that a proposed project will require a researcher’s attention above the allowable amount for regular salary, 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. 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 Pre-Award

The Office of Research and Sponsored Programs Pre-Award 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 Pre-Award insures that any request for additional compensation is 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 in each fiscal year.

Office of Research and Sponsored Programs Post-Award

The Office of Research and Sponsored Programs Post-Award routinely verifies Personnel Action 101 Forms charging restricted accounts for the availability of funds to support expenditures for salaries. The Office of Research and Sponsored Programs Post-Award 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.

John W. Nicklow  
President  
University of New Orleans

*Policy Updates:  
Revisions: 1/11/2017