



THE UNIVERSITY of
NEW ORLEANS

ADMINISTERED BY: Office of Vice
President for Research and Economic
Development

Policy No: AP-RE-02.4
TITLE: Additional and Summer
Compensation Charged to
Grants and Contracts for
Academic Year Appointments
EFFECTIVE DATE: February 14, 2014*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Fall 2018

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.

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

Base Salary is the contractual amount of pay, determined by the type of appointment, provided by the University and does not include any form of bonus or salary supplement (e.g., stipend, one-time pay, supplemental pay, etc.), independent of its source.

1. **Fiscal Base Salary** is the contractual amount of pay for worked performed over a 12-month period.
2. **Academic Base Salary** is the contractual amount of pay for worked performed over a 9-month period.

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.

Fiscal Year Appointment is a twelve-month appointment that is considered continuous from July 1 through June 30, with no breaks.

Total Compensation Limitations: All Earning Sources

1. **Fiscal Year Appointees** - Total compensation* from all UNO sources between July 1 and June 30, inclusive, shall not be allowed to exceed fiscal base salary x 1.30.
2. **Academic Year Appointees** -Total compensation* from all UNO sources between July 1 to the following June 30 shall not be allowed to exceed 1.30 as follows: (academic base salary + 3/9 academic base salary) x 1.30.

* This includes, but is not limited to, income from base salary, summer appointments, additional compensation, extramural teaching, grading of correspondence courses, coordination of UNO associated events, etc. It includes all income covered on any form of payment issued by the University of New Orleans for any compensation purpose, independent of its source.

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.

The total amount of summer salary is limited to three months (60 workdays) regardless of the nature of work activities. ***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 (more than 60 workdays), 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.

For additional information visit the Office of Research and Sponsored Programs website on policies and procedures. IMD 85.006 Institutional Total Salary and Regular Salary Charges on Sponsored Programs has additional information and examples.



John W. Nicklow
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**Policy Updates:
Revisions: 1/11/2017
8/11/2017*