

Academic Year Over Payments on Sponsored Projects

When a faculty member receives additional salary (supplemental pay) during the academic year, it is considered an academic year overpayment. The overpayment might occur due to work on a sponsored project, professional service agreement, or related to additional work at the department or college level.

When faculty are paid in addition to their regular salary for contributing to a sponsored project, the following restrictions apply:

- a) Supplemental pay must have prior approval by the faculty member's dean or academic supervisor. Deans or academic supervisors must take into consideration whether the additional work compromises a faculty member's ability to complete their normal university work and must comply with requirements set forth in the Faculty Handbook. Supplemental pay from federal grants must have prior sponsor approval.
- b) The work is outside the scope of their normal duties (e.g., instructional faculty lends their particular expertise on a research project).
- c) Work done on the sponsored project does not interfere with normal duties.
- d) Such supplemental pay is not considered part of the base salary for purposes of calculating academic year or summer salary amounts.
- e) The faculty member to be compensated must have expertise unique to the project and the request for supplemental pay rather than normal workload must be justified.
- f) As aligned with the Faculty Handbook policy regarding outside work for which faculty receive remuneration, in no event will an overload payment from a sponsored project exceed twenty percent (20%) of the full-time faculty member's base salary, pro-rated over the member's appointment period. In the eventuality that a faculty member expects to exceed the allowable twenty percent, then the faculty must seek approval from their chair and dean.

Payment Schedule: Payment is initiated by the college budget manager, or equivalent. The payment schedule for an overpayment will occur after the work has been performed and is paid through the Individual Compensation Plan (ICP) process.

Reference: Code of Federal Regulations, 2 CFR 200.430