



POLICY TITLE: Policy and Procedures for Supplemental Salary Requests from Sponsored Projects Funding

POLICY PURPOSE: Scholarship at Fort Hays State University is supported because it stimulates faculty and students, provides new knowledge, connects the disciplines, and bridges between teaching and learning while linking theory with practice to address the needs of society.

BACKGROUND:

APPLIES TO: Faculty and Staff

DEFINITIONS:

CONTENTS:

POLICY STATEMENT: Faculty and staff are encouraged to seek sponsored project funding through grants and contracts in support of instruction, research, and service activities. The Office of Scholarship and Sponsored Projects in the Graduate School coordinates all external funding requests and faculty shall use the services of the Grants Facilitator to develop proposals using required university forms and procedures according to current appropriate institutional and external agency protocols. The approving authorities for all sponsored project proposals shall be: the department chair, the academic dean, the grants facilitator, the graduate dean, the grants accountant, the vice-president for administration and finance, or the provost.

SUPPLEMENTAL INCOME

Non-teaching staff may not earn supplemental income beyond their base salary rate during the academic year and may not use sponsored project funding to purchase a portion on their assigned duties to be assigned to other employees of the institution. Faculty members may only include supplemental salary requests in the amount allowed by the regulations of the external granting agency in accordance with these guidelines:

ACADEMIC YEAR SALARIES

Principal investigators may not earn supplemental income beyond their base salary rate during the academic year. However, faculty principal investigators may pursue one or both of the following options:

- (1) purchase a portion of their own or other faculty member's teaching responsibilities with sponsored project funding. The sponsored project funding will be given to the academic department to cover the principal investigator's teaching obligations, and/or
- (2) request monies within the sponsored project funding to cover any renegotiated faculty contractual obligations. The amount of available salary monies requested from sponsored projects undertaken by faculty members during the academic year will be based on the individual faculty member's academic year base salary.

Limits based upon the sum of all current sponsored projects

	9-month contract	12-month contract
Total time per academic year:	No more than 50% of assigned instructional time	No more than 50% of assigned instructional time
Supplemental salary per academic year:	30% of base salary	30% of base salary

SUMMER SALARIES

Faculty members on 9-month contracts are eligible to receive supplemental salaries for sponsored projects performed during the summer session. Faculty members on 12-month contracts are not eligible to receive supplemental salaries, but may receive supplemental salaries for other non-PI 9-month faculty members involved in the sponsored project provided this is written into the original sponsored project proposal and may use sponsored project funding to purchase their one course summer teaching expectation in order to distribute this funding to the unit.

Limits based upon the sum of all current sponsored projects

	9-month contracts	12-month contracts
All grants:	Base salary/9 per month	For PI – n/a For use by others – 60% of (PI Base salary/11)
Time limits:	3 months (except NSF contracts = 2 months)	For PI – n/a For others – negotiable within salary limits according to summer salary payroll procedures

In order for the academic unit to receive funding for purchasing a faculty member's reassigned time in the academic year or to receive the additional summer salary, a request must be submitted on the approved university form upon notification of the sponsored project award. The request must be approved by the department chair, academic dean, vice president for administration and finance, and provost.

Federal regulations concerning supplemental salaries change frequently. This policy and procedure will be updated by the institution as becomes necessary to remain in compliance with current sponsored project regulations.

**EXCLUSIONS OR
SPECIAL
CIRCUMSTANCES:**

**RELATED
DOCUMENTS:**

Policies:

Forms:

Other:

KEYWORDS:

Scholarship, sponsored projects, supplemental salaries

**RESPONSIBLE
OFFICE:**

Office of the Provost

**RESPONSIBLE
UNIVERSITY
OFFICIAL:**

Provost

ORIGINATION DATE: 05/29/2002

CHANGE HISTORY: Approved by President's Cabinet 10/08/08
