



GRANT COMPENSATION POLICY

Responsible Offices: Controller's Office, Office of Sponsored Projects (OSP), Faculty Services, Human Resources

Effective Date: May 7, 2012; Updated FY18

Uniform Guidance: **CFR Title 2 Part 200.430 Compensation – personal services**

Purpose

This document sets forth the Seattle University guidelines concerning salaries of 9- and 12-month faculty at Seattle University that are funded by extramural sources, including either public or private sponsors. In these guidelines, "grant" will refer to any form of extramural support on a sponsored project (grant or contract) made to the institution from which a faculty member draws salary. This document will address three types of salary: academic salary, summer salary, and overload salary. This document also addresses staff salaries on sponsored projects.

Policy statement

In order to ensure SU's compliance with Federal regulation and with internal effort reporting policies, grant funded salary rates are defined according to the individual faculty member's institutional base salary. During the academic year, work performed on the grant must be charged to the grant at a rate that is directly proportional to both the level of effort expended and the individual's institutional base rate. For periods outside of the academic year, specifically during the summer months, the compensation rate cannot exceed the faculty member's base salary rate as it is defined during the academic year and that all charges must be proportionate to the effort expended on the project.

Because effort reporting requires that effort be reconciled both to commitment and payroll, compensation and work load units must be aligned for both the academic year and summer session.

Guidelines

I. Academic Year Salary Subvention—(9- or 12-month faculty)

Academic salaries may be fully or partially funded by external sponsors depending on the policies of the sponsor, the faculty member's college or school, and the parameters outlined in this document. When it is possible, the University encourages faculty to pursue extramural funding which would provide salary support for research/scholarly endeavors during the academic year. Any salary support during the academic year (fiscal year for 12-month faculty) will fund a portion of a faculty member's time in the form of academic release.



This section applies when a grant will pay a portion of the institutional base salary of a faculty member working on a particular research project during the academic year (fiscal year for 12-month faculty). Institutional Base Salary (IBS) is defined as the base salary (9-, 11-, or 12-month) plus administrative stipends (e.g., Associate Dean, Department Chairperson, Program Director, etc.), if any, paid to a faculty member, but does not include summer (for 9-month faculty) or overload salary (sections II and III).

For faculty members charging academic/fiscal year salary support to a grant during a given period (i.e. quarter or semester), the amount charged will be the result of multiplying the faculty member's IBS by the percent of effort for the period. Salary charges to a grant for academic year support will be done via a faculty payroll distribution form, the terms or eligibility of which will be coordinated between OSP, the college budget manager/sponsored projects accounting technician, and the Principal Investigator (PI).

II. Summer Grant Salary

For faculty members on 9-month academic contracts (including those who are paid over 12-months), grant funds may be used to pay for up to 90% of 3 months of summer salary. Sponsor policies, Federal regulations, college, school, or division policies, and the parameters of this document will determine the number of months of summer salary that may be funded from a grant (e.g., some granting agencies only allow two months of summer salary support).

Faculty members on 9-month appointments who seek summer salary from a grant may not exceed 12 work load units during the whole of the summer term (including all 3 summer sessions). Summer commitments on a grant will be calculated at a rate of 4 work load units being equivalent to 100% of one summer month. The maximum that may be charged to a grant (or combination of grants) is 11 work load units, or 90% of 3 months of the summer session.

Consistent with sponsor requirements, salary commitments for sponsored projects conducted during the summer session (outside of the academic/calendar year commitment), will be compensated per the following guidelines:

- For faculty compensated from grant funds only, the maximum amount of summer salary from a grant (or combination of grants) is **2.7/9ths of the IBS**, if the sponsor allows, not exceeding 1/9th in any one summer month.

Example

Professor Jane Doe – 9 mo. salary = \$90,000

Maximum allowed is 2.7/9ths of IBS, or

$(90,000/9) * 2.7 = \$27,000$ (maximum of \$9K per summer month)



- For faculty compensated from grant funds in addition to teaching and/or ad hoc or auxiliary summer service assignments, the maximum amount of summer salary that may be paid in total is **3/9ths of the IBS**, not exceeding 1/9th in any one summer month.
 - a. Teaching assignments will be compensated per Academic Unit policies at a flat rate (following standard practice). Unless otherwise required, one course assignment is equivalent to 5 work load units.
 - b. Ad hoc or auxiliary service to the institution (at the department, college/school, or university level) will be compensated at a level based upon the standard summer teaching rate.

Example

Professor John Doe is assigned to teach one course at 5 work load units, and to oversee new curriculum implementation during the summer session for 3 work load units. Additionally, he is committed to 1 summer month on his grant.

Professor John Doe –9 mo. salary = \$90,000

Summer Teaching Compensation Rate—5 work load unit course = \$7,014

Maximum Allowable Summer Salary
 $(90,000/9) * 3 = \$30,000$

Professor John Doe's Total Summer Compensation:

Grant Assignment – $(90,000/9) = \$10,000$

Teaching Assignment – $(7,014 \text{ per course}) = \$7,014$

Service Assignment – $(7,014/5) * 3 \text{ work load units} = \$4,208$

Total Compensation = \$21,222 (maximum of \$7,074 per summer month)

III. Extra Compensation

In rare cases, SU faculty members (9- or 12-month or part-time) may be paid for work that is outside of and in addition to their regular assignment. For example, an overload assignment might be serving as a one-time conference workshop leader, evaluating a program, etc. Salary for this type of “overload” assignment that is for contributing to a grant-based project is subject to the following restrictions:

- a) Overload pay from Federal grants must have prior sponsor approval.
- b) The work must be outside the scope of their normal duties and unrelated to academic assignment.



- c) The work must be “incidental,” meaning temporary and not on-going in nature.
- d) Work done on the grant does not interfere with normal duties.
- e) Such additional pay is not considered part of the IBS.
- f) Overload salary during any budget period typically is paid in one lump sum, and is not related to percent of effort.

All requests for supplemental compensation charged to extramural funds must be pre-approved by the Principal Investigator, Department Chair, Dean of the faculty member’s home college/school, OSP and the Provost’s office **prior** to any work contracted and/or commenced.

IV. Staff Salary

Staff members may be compensated by a sponsored project when the administrative or programmatic management aspects of the scope of work require it and it is approved by the sponsor as part of the proposal and/or within the sponsor’s guidelines. Staff compensation will be treated in a manner similar to the faculty academic year salary subvention method.

Staff compensation may occur in one of three ways:

1. For current full time staff, a portion of their salary will be paid by the award, relieving their department budget while the staff member spends that amount of effort on the sponsored project.
 - a. For example, if the staff member is compensated at 1.0 FTE supporting the Physics department and the Physics department received a substantial NSF departmental transformation award approving of administrative support at .025 FTE, the Physics department could choose to relieve the administrative staff member from .25 FTE of their normal departmental duties for the duration of the sponsored project to assist in the project management. The staff member would then work .75 FTE of their time on departmental activities and .25 FTE of their time supporting the sponsored project.
2. For part-time staff, at the consent of the staff member, relevant supervisor(s), and human resources the staff member’s full time equivalent may increase.
 - a. For example, if the staff member is currently employed at .50 FTE and an awarded sponsored project includes .25 FTE for an administrative staff position, the staff member’s FTE may increase to .75 FTE for the duration of the sponsored project (and then will return to .50 FTE). During this time, the staff member will maintain all current departmental duties while taking on an additional .25 FTE in support of the specific sponsored project.
3. For new administrative or project management support included in a sponsored project, the PI may need to hire an employee to fulfill that role for the duration of the sponsored



project (limited term or temporary). Please work with Human Resources during the proposal stage to ensure the position will be fairly compensated at the appropriate market range.