

Compensation from Grants, Contracts, and Other Sponsored Agreements

Purpose:

The purpose of this policy is to establish guidelines for compensation paid to faculty and staff from grants, contracts, and other sponsored agreements that are consistent with federal and state regulations.

Overview:

Compensation from grants, contracts and other sponsored agreements (henceforth referred to as sponsored projects) should be in the form of salary for actual work performed on the project from which the salary is paid. Compensated services must be performed during the project period and are captured in effort certification reporting as part of total compensated effort (please refer to the D'Youville College Time and Effort Reporting Policies and Procedures for further details).

No faculty or staff member of D'Youville College may receive monthly compensation in excess of their regular monthly institutional base salary by engaging in sponsored projects. Faculty members on 10-month academic year contracts will have their monthly compensation calculated as 1/9th of their annual base salary.

COMPENSATION FROM GRANTS AND CONTRACTS POLICY

Applicable Regulations:

The applicable regulation(s) for this policy is the Office of Management and Budget (OMB) Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The OMB Uniform Guidance is very specific about faculty salaries charged to federal sponsored projects. The cost principles prescribe pay for faculty on sponsored projects during two periods: 1) during the academic year, and 2) periods outside the academic year. During the academic year, faculty members working on federal sponsored projects may charge a proportionate share of their institutional base salary to the sponsored project, but faculty may not increase their total compensation by working on a sponsored project. The salary charged to the sponsored project must be based on their regular, annual compensation. Faculty may earn additional compensation for working on grants over the summer, again based on their regular, annual compensation. Likewise, 12-month staff working on federal sponsored projects may, through released time, charge a portion of their institutional base salary to a sponsored project, but may not increase their total compensation by working on the sponsored project.

Employees Subject to Compensation Restrictions:

Employees with any portion of their salary charged directly to a sponsored project. While the OMB Uniform Guidance is the authoritative source regarding federal grants, non-federal agencies refer to the OMB Uniform Guidance as well. Hence, employees expending effort on any sponsored project, federal or non-federal, will be included.

Procedures:

1. During the academic year, 10- month faculty may not earn any additional compensation from a sponsored project. If a faculty member intends to apply for a grant or contract that will require effort during the academic year, then the faculty member must apply to the appropriate department chair, dean, and VPAA for released time, i.e. course buy-out(s). In such cases, the faculty member's proportionate salary (commensurate with effort) will be charged to the sponsored project, thus freeing up salary in the regular departmental/college account with which to pay an adjunct to teach the faculty member's course(s), if necessary.
2. Faculty on 10-month contracts may earn additional compensation during the summer (defined as mid-May through mid-August) based on the percent effort they will be working on a sponsored project each summer. Faculty members receiving three months of summer support (the maximum allowable) from a sponsored project must spend the entire three months of the summer working on the sponsored project. NOTE: The sponsor's rules may restrict allowable compensation to less than three months of support.
3. Twelve-month faculty and staff members may not earn any additional compensation from a sponsored project. If a 12-month faculty or staff member intends to apply for funding for a sponsored project that will require effort, then the faculty or staff member must apply to their supervisor for released time. In such cases, the faculty or staff member's proportionate salary (commensurate with effort) will be charged to the sponsored project, thus freeing up salary in the regular unit account with which to hire adjuncts or additional staff, if necessary.
4. D'Youville College's effort certification process will document that the faculty or staff member did not receive compensation from the sponsored project in excess of the proportion of effort provided to the sponsored project.

Requirements:

1. This policy will be followed when the application and budget are prepared. Budgets submitted with proposals are for future expenditures and are only estimates. Actual salary payments will be based on salaries at the time effort is expended, not the amounts shown in proposed budgets, and are subject to the availability of funds.

2. The Office of Grants Administration will ensure that requested compensation meets this policy and that any released time requests have been approved.

3. Sponsor rules and restrictions regarding faculty and staff member compensation will be followed.

Non-Compliance:

Consequences of non-compliance with D'Youville College's compensation policy or those of the sponsor-specific program requirements, and/or federal and state rules and regulations may include:

- Loss of funding for current or future projects from a sponsor;
- Suspension of the privilege of submitting future grants; and/or
- Repayment by the department, school, college, or employee of salary and fringe benefits paid over the institutional base salary rate.