

UNIVERSITY OF HARTFORD

Policy on Supplemental Grant Income

Certain public and private funders will allow Principal Investigators (PI) to request compensation over and above their institutional base salary (IBS). This request must be explicit in the grant proposal and in all internal documents, and is subject to the following guidelines.

Full-Time faculty members on 40-week contracts may earn supplemental compensation (above their IBS) from sponsored research as follows:

- Up to 20% of their IBS during the academic year **and**
- Supplemental summer grant income according to funder guidelines but not to exceed 30% of IBS.

Please note the federal restrictions below.

Faculty should be aware that proposals that maximize summer effort at 30% would prohibit vacations, etc. that redirect effort commitments. The time and effort certification process carried out by the Office of Sponsored Programs (OSP) in September, however, provides an opportunity to document actual effort, and will initiate compensation for the preceding summer on a pro-rated basis.

Full-time faculty members on 12-month contracts may earn supplemental compensation from sponsored research as follows:

- Up to 20% of their base salary during the calendar year

Federal Restrictions:

Federal agencies which subscribe to Uniform Guidance regulations (e.g., NIH, NSF) do not allow supplemental pay during the academic year except under limited circumstances; rather universities are allowed to charge a portion of faculty time as a buy-out of faculty time and effort, thus reimbursing the institution. As stated under Uniform Guidance: "Except as noted in paragraph (h)(1)(ii) of this section [regarding incidental activities], in no event will charges to Federal awards, irrespective of the basis of computation exceed the proportionate share of the IBS [institutional base salary] for that period" ([2 CFR 200.430](#) (h)).

The National Science Foundation (NSF) limits commitments to 2-months at the time of the proposal submission.

Please contact OSP if you have questions regarding this federal regulation.

University of Hartford Restrictions:

- Faculty members may **apply** for multiple sponsored research projects that, taken together, exceed these limits. However, they may not **accept** awards that take them over these limits.
- Some funders may have lower limits (NSF, for example); in those cases, the funders' rules prevail.
- Principal Investigators are responsible for documenting their time and effort on all grant-related activities – private or publicly funded – including those for which they are receiving supplemental

income. The Office of Sponsored Programs provides forms to certify faculty effort.

- Time and effort expended on all University activities, including teaching, administration, research, etc. cannot exceed 100%.
- Department Chairs and Deans are responsible for the decision to allow a request for supplemental income to go forward. In doing so, they must consider other obligations and commitments a faculty member has, including outside consulting, other funded projects and indicate their confidence the PI can perform the extra duties without infringing on their primary and contracted duties including teaching and service.
- Deans or their designees are responsible for monitoring the time and effort of their faculty, and will be asked to certify said time and effort according to a schedule managed by the Office of Sponsored Programs.

Exceptions to this policy can only be granted by permission of the dean and the provost.

Effective: August 15, 2020

President	Provost	Faculty Senate	Deans	Other
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Signed:

H. Frederick Switzer