



Policy Number: III.12
Policy Level: Operating Policy
Originally Issued: November 20, 2019
Reviewed: November 4, 2021
Revised: October 28, 2024
Policy Owner: President
Policy Implementation: Vice Presidents

External Project Support

I. Policy Statement and Purpose

Athens State University accepts Federal, State, Local, and private support to assist in funding activities that are in accordance with the University's mission. The Office of University Advancement provides oversight for all University external project support.

Externally sponsored projects are defined as those for which the University administers funds under a contract, grant, legislative funding, or other agreement from a federal, state or local government agency, nonprofit entity, foundation, or corporation. The University is responsible for specific activities and deliverables, and is accountable for expenditures of funds received for these projects.

This policy is to ensure a consistent approach for external project support and establishes the standards for external project support compensation.

II. Application for External Project Support

Individuals are required to follow the [External Project Support Approval Procedures](#) and complete the [External Project Support Summary/Approval Form](#) with appropriate signatures **prior to writing a project proposal/application**. Failure to follow this procedure could result in funding being declined or the University may designate alternate project leadership.

III. External Project Support Compensation

All external project funding will comply with University, State of Alabama, and Federal funding regulations and guidelines.

All employees are accountable for performance of regular duties and responsibilities assigned by the University, and compensation is based on performance of those regular duties and responsibilities.

In most cases, time spent on externally sponsored projects will be integrated into the individual's regular duties and responsibilities assigned by the university and will not require extra compensation. This may warrant an adjustment or reduction to the regular duties and responsibilities of the individual or reallocated workload will be provided.



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On those occasions where an individual's regular duties and responsibilities assigned by the University cannot be reduced, extra compensation can be permitted in accordance with University policy and the sponsor's rules and regulations.

Eligibility

The following describes eligibility for additional pay:

- 9-month faculty
- A specific named person in the grant or supplemental funding budget or special appointment position (for example, the PI, Co-PI, facilitator, and others listed in the proposal)
- 12-month faculty/staff are **not** typically paid additional pay, but instead may receive reallocated workload, funded by the grant, to work on the external support project.
 - o There may be cases where 12-month faculty or staff may receive additional pay, such as overload payment, if work is conducted outside of normal work hours and duties are in addition to normal work duties
- Extra compensation will be handled on a case-by-case basis at the sole discretion of the University.

Federal Grants

Federal rules and regulations, including *2CFR §200.430 (h)(2)*, do not allow for an individual's institutional base salary to be increased as a result of obtaining grant funding.

Faculty Member Compensation Guidelines

Work performed on externally sponsored projects by faculty members must be based on the faculty member's regular compensation. Faculty members cannot receive additional compensation for their participation in an external support project over and above what is included in the approved project budget.

Summer Salaries and Compensation

Per *2CFR §200.430*, the maximum allowable compensation above and beyond base salary is 33% within a fiscal year, with the 33% including compensation charged to externally sponsored projects or contracts, and inclusive of compensation earned for summer school appointments.



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Compensation received for approved course overloads, and independent/directed studies, are not counted in the 33% cap.

- 9-month faculty members teaching 100% during the summer are not typically eligible for additional compensation, but instead receive reallocated workload for their work on externally sponsored projects.

Other Grants and Contracts:

Additional compensation for other grants and contracts will follow the State and Federal regulations and guidelines for External Support Funds. If there are instances where additional work under non-Federal grants fits a current University payment category and is performed outside of normal work hours and in addition to normal work duties, additional pay will be based on the specific payment category under the current University compensation structure. For example, student mentors will be compensated at the same rate as teaching candidate intern supervisors.

All student support must be included in the grant application clearly as either scholarships, travel support, or hourly work. Student work will be handled per the Work Study policy and paid accordingly.

IV. Responsibility for this Operating Policy

Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President is the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every two years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Dean's Council, the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

Responsibility for Policy Implementation

The President has assigned the responsibility of implementing this policy to the Vice Presidents.