



Policy Number: III.12  
Policy Level: Operating Policy  
Originally Issued: November 20, 2019  
Reviewed: November 4, 2021  
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 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.

### III. External Project Support Compensation

Under certain conditions, extra compensation may be permitted for externally sponsored projects. 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 certain cases, compensation in excess of an employee's annual base salary is permitted for activities performed under externally sponsored projects. 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 release time 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
- 12-month faculty/staff are **not** typically paid additional pay, but instead receive release time from their normal work duties.
  - 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
  - o If the externally sponsored project offsets a portion of the faculty/staff's salary, they may be eligible for an incentive payment. See below for details.
- Part-time faculty and staff extra compensation will be handled on a case-by-case basis.

### **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.

### **Summary of Cost Principals-Compensation**

Work performed on externally sponsored projects by faculty members must be based on the faculty members' regular compensation. The faculty member cannot receive additional compensation for his or her participation in a sponsored project over and above the appropriate portion of the base salary rate allocated to the project.

### **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.

Compensation received for course overloads, research supplements, independent studies, continuing education, and large class overloads are not counted in the 33% cap.



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<b>Example - Supplemental Salary</b>		<b>50% Summer Teaching Load</b>	
9 Month Salary	\$ 65,000	Max Summer Teaching Salary	\$ 20,085
Summer Percentage - Full Time	30.9%	50% Summer Teaching	50%
<b>Maximum Summer Teaching Salary</b>	<b>\$ 20,085</b>	<b>50% Summer Salary</b>	<b>\$ 10,043</b>

<b>Maximum Grant Salary</b>		<b>Grant Salary with Partial Summer</b>	
Cap	33%	Max Grant Salary	\$ 21,450
<b>Max Salary - No Summer Teaching</b>	<b>\$ 21,450</b>	Summer 50% Teaching Salary	\$ 10,043
		<b>Grant Salary Net Teaching</b>	<b>\$ 11,408</b>

- 9-month faculty members teaching 100% during the summer are not typically eligible for additional compensation, but instead receive release time or may receive overload payment for their work on externally sponsored projects

### Other Grants and Contracts:

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

### Incentive Payments

If faculty or staff are successful in securing grants that offset a significant portion of their annual salary, they may be eligible for an incentive payment. This incentive will be a percentage of the offset for their salary.

If a faculty member receives external support compensation as part of their summer salary, they are not eligible for incentive pay. Incentive payments are only available for salary offsets.

For Example – External support of \$10,000 for a faculty or staff member annual salary; the employee would be eligible for a 10% incentive - \$1,000

Maximum – If the faculty/staff member is successful in offsetting 100% of their annual salary by externally sponsored projects, the incentive is capped at 10% of their annual salary.



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#### **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.