

# **Summer and Overload Pay for Faculty on Sponsored Activities**

## **POLICY STATEMENT**

Faculty members are recognized as experts in their fields and at times provide these services to external institutions, companies, or agencies. In some of these instances, faculty are eligible to receive additional pay over and above their university contract. This includes summer and rare instances of overload. This policy is for sponsored projects (external funding from any source and/or internal grants) and it is to enumerate the circumstances and limitations of the request for summer and overload pays.

## **REASON FOR THE POLICY**

The policy is to provide a mechanism for processing extra compensation efficiently and prevent over-compensation on contract or grant projects. As a recipient of federal awards, Chapman University is obligated to comply with cost accounting standards according to Office of Management and Budget (OMB) Code of Federal Regulations, 2CFR 220 – Cost Principles for Educational Institutions (OMB Circular A-21), and 200.430.

## **POLICY**

All payments of summer or overload compensation are subject to university policy and require administrative approval.

### **Summer Pay**

#### **Definition**

Faculty members with appointments of less than 12 months (e.g., 9 months or 10 months) during an academic year can earn salary as supplemental compensation beyond their institutional base salary. The summer sessions are often a convenient period for nine-month or ten-month faculty to pursue sponsored projects. Nine (9) month faculty can receive 3/9th of their academic year salary and ten (10) month faculty can receive 2/10th of their academic year salary during the summer months. Faculty contracted on a 12-month basis, are not eligible for summer pay.

#### **Conditions for Summer pay**

1. The request for summer pay is included in the proposal for the sponsored project and is clearly identified as summer pay in the budget and budget justification of the proposal. If it is not included in the sponsored approved proposal/award budget, then approval must be received directly from the awarding sponsor.
2. Funds from external sources for summer pay are available and they are paid to the faculty member through the payroll system which permits accurate effort reporting.
3. Treatment of extra pay is consistent with the University's treatment with non-grant funds.

## **Overload Pay**

### **Definition**

It is recognized that active participation in research projects and other sponsored programs may require additional efforts beyond those dedicated to the normal faculty workload. In rare cases, faculty members may be compensated for work that is outside of and in addition to their regular assignment. This is referred to as an overload.

According to federal regulations (2 CFFR 200.430), intra-university consulting is assumed to be undertaken as a university obligation requiring no compensation in addition to full-time base salary. In unusual cases where the work to be performed by the faculty is in addition to their regular responsibilities, faculty may be eligible for extra pay when an overload situation occurs (i.e., exceeding 100% effort).

### **Conditions for Overload Pay**

1. The request for overload pay is included in the proposal for the sponsored project and is clearly identified as an extra compensation request in the budget and budget justification of the proposal. The extra pay that was not included in the sponsored approved proposal/award budget must meet awarding sponsor guidelines for allowability and receive approval directly from the awarding sponsor.
2. It is understood that overload pay requests will be considered only when the additional duties will not interfere with regular University duties and are clearly allowed by the sponsoring agency with their prior approval in writing.
3. The additional work is substantially outside of, or a substantial increase to the faculty member's regular duties and aligns with performance of sponsor obligations.
4. Overload pay during the academic year is allowed only if "buyout" of teaching commitments is not an option.
5. The faculty member has obtained the written approval of their Dean.

The consideration for overload pay requests will involve an evaluation of whether every item on the list below, in the specified order, has been considered and exhausted or is unavailable.

1. Off duty periods (e.g., summer months)
2. Available protected research time with consideration of existing commitments
3. Course buyout/release

### **Requests for Payment**

Requests for payment for all summer and overload pay must be made using an Extra Pay Request Form [add link]. Requests for summer salary should be submitted no later than the 1st week of May.

## **Additional Information**

- The National Science Foundation (Chapter V, B,1a, NSF Policy) limits support to 2/9th among all support from NSF grants. However, NSF does allow a 3rd month of salary support under normal re-budgeting authority if needed to accomplish the goals of the project.
- If a sponsor has a salary cap (e.g., NIH), then charges to the grant will be subject to those limits.

## **OFFICE RESPONSIBLE FOR POLICY**

Name of Office(s): Office of Research and Graduate Education, Provost, Human Resources

Contact information for questions about this policy:

<https://www.chapman.edu/research/policies-and-guidance/>

## **WHO APPROVED THIS POLICY**

Senior Staff members submitting the policy: Martina Nieswandt, Vice President for Research and Graduate Education

Original date approved: 4/13/2021

Revised date approved: 5/17/24



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President

## **PUBLICATION DATES**

Effective:

## **RELATED MATERIALS**

<http://federal.elaws.us/cfr/title2.part220>

<https://www.ecfr.gov/current/title-2 subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.430>

<https://www.federalregister.gov/documents/2005/08/31/05-16648/cost-principles-for-educational-institutions-omb-circular-a-21>

<https://www.nih.gov/grants-contracts/salary-cap-stipends>

<https://www.nsf.gov/bfa/dias/caar/time.jsp>

Code of Federal Regulations, 2CFR 220 – Cost Principles for Educational Institutions (OMB Circular A-21)

NIH Grants Policy Statement on Salaries and Wages

NSF OIG Guidance on overload compensation