

CHECKLIST – Extra Compensation from Externally Sponsored Research Grant/Contract

- FGCU faculty’s **assignment of responsibilities** (*i.e. regular workload*) includes “teaching, thesis/dissertation supervision, research and other creative activities, public service, and of any other specific duties assigned for that year.” (FGCU 2015-2018 Collective Bargaining Agreement; Article 9)
- FGCU faculty’s **professional obligation** (*i.e. regular workload*) “is comprised of both scheduled and non-scheduled activities. ... Non-scheduled activities may be more appropriately performed in a manner and place determined by the employee.” (FGCU 2015-2018 Collective Bargaining Agreement; Article 9)
- FGCU faculty’s **regular workload** reported/certified in FAR, which constitutes the 100% effort, is compensated by one’s institutional **base salary**.
- Base salary covers one’s entire period/length of appointment (*e.g. 9-month faculty, 12-month Dean*).
- Activities related to an externally sponsored research grant/contract **must** be reported under the category of “Sponsored Research” in FAR.
- Time-and-Effort is the **proportion of time** spent on any activity (*e.g. teaching, research and/or service*) and is expressed as a percentage (*i.e. % effort*) of the **total professional activities** (*i.e. 100% effort*) for which an individual is compensated by one’s base salary.
- **The % effort may vary from one faculty to another because the total time** (*e.g. 40 hours/week, 55 hours/week, 60 hours/week, 80 hours/week, etc.*) that an individual faculty is willing to work may vary. The total time constitutes the 100% effort and is compensated by one’s base salary.
- If the % effort of faculty workload in teaching, research and service cannot be exactly summed up to 100% during the academic year, **to avoid non-compliance financial penalty for the university and/or criminal action against individuals**, ORSP will **not** accept such a sponsored research grant/contract.
- The following criteria are applicable to both federal and non-federal sponsored research grants/contracts:
 - The total effort must **not** exceed 100%.
 - Compensation in each pay period must **not** exceed the regular pay rate (*e.g. bi-weekly at FGCU*).
 - Total yearly compensation (*Fall/Spring base salary + summer salary + other compensations counted into annualized total*) must **not** exceed the annualized limit.
- For budget transfer of sponsored research grants/contracts, prior approval in writing from the sponsoring agency must be obtained if:
 - The cumulative direct cost budget transfer exceeds 10% of the total current one-year budget, or
 - The effort commitment will **not** be met within 25%.

For this Grant/Contract ...	Then ...
If you report/include its related activities in FAR -OR-	– Regular workload covered by base salary – No extra compensation allowed
If you report/certify its related activities as part of your 100% effort	
If you consider its related activities intra university consulting -OR-	e-CFR Title 2 Section 200.430: – A university obligation – Regular workload covered by base salary – No extra compensation allowed
If you are a faculty member who functions as a consultant ... <i>to a sponsored agreement conducted by another faculty member of the same institution</i> -OR-	
If you are a faculty member who contributes ... <i>to a sponsored agreement conducted by another faculty member of the same institution</i>	
If you are providing consultation across departmental lines or involves a separate or remote operation, and the work performed is in addition to your regular departmental load (<i>i.e. regular workload</i>)	e-CFR Title 2 Section 200.430(2.h): In unusual cases , any charges for such work representing extra compensation above the base salary are allowable provided that such consulting arrangements are specifically provided for in the agreement or approved in writing by the sponsoring agency. FGCU process requires that: – Not budgeted as a Co-PI, but a consultant – Need to sign a separate Consulting Service Agreement reviewed and approved by the Department Chair, College Dean, ORSP, General Counsel, and the Provost
If you have to, have you discussed with your Department Chair or Dean on required adjustment of your 100% effort in total and who agreed to the change(s)?	If yes, please provide ORSP with a type written copy of the approval and re-certified effort from your Department Chair and/or Dean.