



Responsible Office: Vice President and Associate Provost for Research and Graduate Studies

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POLICY ON RESEARCH FACULTY ADDITIONAL COMPENSATION

I. Policy Statement

The university will not in principle permit the charging of additional compensation for any faculty member on any research grant during the academic year, in accordance with the Office of Management and Budget (OMB) Circular A-21 Section J.10.d.(1) which states “In no event will charges to sponsored agreements, irrespective of the basis of computation, exceed the proportionate share of the base salary for that period.”

An exception may be made in unusual cases “...where consultation [by faculty member] is across departmental lines or involves a separate or remote operation, and the work performed by the consultant is in addition to his regular departmental load...” Decisions regarding qualification for this exception will be made by the Vice President and Associate Provost for Research and Graduate Studies in consultation with the Director of the Office of Research and Sponsored Programs, and must be approved in writing by the sponsoring agency at the time of the award or project agreement.

In no case will the principal investigator (PI) receive additional compensation for effort on his/her own project.

In no case will additional compensation be paid to a faculty member or PI from grant funding during the summer months. Such payments are unallowable under OMB Circular A-21 section J.10.d.2(a) which states that charges to sponsored agreements are to be calculated based on academic year salary.

THIS POLICY WILL BE IN EFFECT FOR ALL RESEARCH GRANTS, CONTRACTS AND AGREEMENTS REGARDLESS OF FUNDING AGENCY OR SOURCE.

II. Reason for Policy

The university must comply with the Office of Management and Budget (OMB) circular A-21, Cost Principles for Educational Institutions (also known as Title 2, Code of Federal Regulations (2 CFR), Subtitle A, Chapter II, Part 220), for all federally sponsored programs, and extends those rules to apply to all research grants, contracts and agreements.

III. Those Affected by Policy

Tenured and tenure-track Lehigh University faculty members

IV. Policy Background

Lehigh University *Rules and Procedures of the Faculty* (rev. 2009), item 2.5, page 72 states: “The duties of a full-time faculty member of Lehigh University include teaching, research and scholarship, and service to the university community.” As such, the fulfillment of research responsibilities is considered to be part of the regular duties of a faculty member and therefore not subject to consideration for additional compensation.

With regard to participation in research projects, the R & P goes on to state (item 5.3.6, page 176), “During the academic year he/she may receive compensation for all or part of the services in substitution for and with reduction in assignment of teaching and/or departmental duties, consistent with the applicable policies of the university and sponsoring agencies. During the summer period’s compensation for participation in research projects is at rates based upon, and is supplementary to, the academic year base salary.”

V. Exceptions to the Policy

Exceptions to this policy may be as follows, as allowed in OMB Circular A-21, J.10.d(1): Extra-service compensation from external funds can be allowed for faculty during the academic year only when all of the following conditions are met:

1. The request does not exceed the normal rate of pay based on the faculty member’s base salary at Lehigh, which is that compensation provided to an employee for fulfillment of a full workload;
2. The work is for consultation across departmental lines or involves a separate or remote operation, which in this policy shall mean that the work is separate from or only remotely related to the faculty member’s primary role at the university;
3. Work is in addition to the faculty member’s primary departmental role;
4. The request is specifically proposed and included in the approved budget and/or agreement with the sponsoring agency, or otherwise approved in writing by an authorized agency representative. If not specifically and explicitly provided for in the approved proposal, budget and/or award, an official agency approval must be requested and received in writing before any work is done on an extra contractual basis. Fulfillment of this requirement shall not be considered a waiver of any of the previous requirements.

VI. Related documents and forms

See OMB Circular A-21, Item J.10.d(1) and Lehigh University *Rules and Procedures of Faculty*, item 2.5.

VII. Definitions

Additional compensation: extra monetary compensation above the salary base paid to a salaried University employee.

Academic year: time during any given year when the university is in session spanning generally from late August to early May.

Summer: time when the university is not officially in session.

Consulting: Performing duties that are outside of the normal duties of a faculty member as outlined in Lehigh University's *Rules and Procedures of the Faculty*.

Principal Investigator: A faculty member or researcher who is responsible for the conduct of an externally sponsored program or project.

VIII. Contacts

Oversight of the Research Faculty Additional Compensation Policy is coordinated by the Office of Research and Sponsored Programs within the Vice President and Associate Provost for Research and Graduate Studies Office and the Controller's Office within Finance and Administration.

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