

3356-7-48 Supplemental pay from externally funded grants, sponsored agreements and contracts for faculty and professional/administrative staff.

- (A) Policy statement. Externally funded grants, sponsored agreements and contracts enable the university and its employees to participate in scholarly, and creative activities. In support of these activities, it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties and for those employees to receive pay for additional services.
- (B) Parameters. The sponsors of externally funded grants, sponsored agreements and contracts establish guidelines and compliance requirements to serve their stakeholders and/or taxpayer public interests. All supplemental payment requests from externally funded grants, sponsored agreements and contracts (through the office of research services) must be approved prior to the activities for which compensation is sought. The parameters and criteria defining salary compensation are determined by university policy, collective bargaining agreements, and federal compliance regulations.
 - (1) Payment to faculty.
 - (a) Per Title 2, C.F.R. 200.400 to 200.431, of the “Uniform Administrative Cost Requirements, Cost Principles, and Audit Requirements for Federal Awards,” charges for work performed on federal awards by faculty members during the academic year are allowable at the institutional base salary rate (hereinafter IBS). Charges to federal awards, irrespective of the basis of computation, will not exceed the proportionate share of the IBS for that period. See, however, exceptions in 200.430(h)(1)(ii).
 - (b) IBS is defined as the annual compensation paid by an institute of higher education (hereinafter IHE) for an individual’s appointment, whether that individual’s time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the IHE. Unless there is prior approval by the federal awarding agency, charges of a faculty member’s salary to a federal award must not

exceed the proportionate share of the IBS for the period during which the faculty member worked on the award.

- (c) Youngstown state university (YSU) accepts the federal definition of “incidental work” as any work in excess of normal for the individual for which supplemental compensation is paid by the institution under institutional policy. Incidental work is paid at the rate as established in the approved budget of the externally funded grant, sponsored agreement or contract and follows the guidelines of the sponsoring agency or sponsor.
- (d) Faculty salary rate structure (for federal and non-federal externally funded grants, sponsored agreements and contracts).
 - (i) During the academic year, funds from externally funded grants, sponsored agreements and contracts are used to provide workload reallocation (reassigned time) or supplemental pay}. A faculty member may receive supplemental pay for project activities that do not overlap with regular workload assignments or other externally funded project-related activities with appropriate documentation. Further additional compensation can be provided for those activities defined as “incidental work,” as described in paragraph (B)(1)(c) of this ~~policy~~rule, and shall not exceed twenty per cent of the IBS per academic year.
 - (ii) During the summer, faculty may receive up to three months of additional salary of their prior academic year’s (nine month) IBS, from externally funded grants, sponsored agreements and contracts. Summer supplemental pay may be received dependent upon guidelines of the federal and non-federal sponsoring agencies or sponsors, ~~and may not be received by faculty while on leave from the university.~~ It is the faculty’s responsibility to ensure that the total ~~of~~ summer pay ~~off~~from all sources (for teaching hours and research) results in no more than the maximum of three months allowed

unless the department chair, dean and provost approve an exception in advance with appropriate documentation.

(iii) A faculty member may not receive supplemental compensation while on leave from the university. However, if a faculty member's IBS is reduced during a period of professional leave, the faculty member may be provided an opportunity to restore the base salary to its normal level but it may not exceed the faculty member's IBS.

(2) Payment to full-time professional/administrative staff.

- (a) Under most circumstances, full-time professional/administrative staff are not eligible for supplemental pay since these employees have twelve-month, full-time appointments or salaried positions. Full-time professional/administrative staff cannot request supplemental pay compensation for any function that is part of their job description and duties and are not eligible for additional compensation for externally funded activities, except when those activities may be classified as supplemental and incidental that is unrelated to their current duties, such as filling short-term staffing needs or in support of other unanticipated situations. Full-time professional/administrative staff may not receive supplemental pay while on leave from the university.
- (b) When supplemental compensation is to be paid, the rate of pay will be based on a prorated or equivalent hourly basis. Compensation is permitted and shall not exceed the lesser of twenty per cent of the annual salary or ten thousand dollars during any fiscal year. The specific duties and timeline on the externally funded grant or contract must be detailed clearly and preapproved.
- (c) Department chairs.
 - (i) During the summer terms, department chairs (having twelve-month appointments) may wish to undertake work on externally funded grants,

sponsored agreements and contracts that can generate supplemental pay during the summer terms. Chairs are permitted to receive -one month of salary at their respective faculty rate.

- (ii) During the academic year, chairs may receive supplemental pay for incidental work for project activities during evenings and on weekends with appropriate documentation. Compensation shall not exceed twenty per cent of the annual salary per fiscal year.

- (3) For further information on supplemental pay, see university policy 3356-7-46, “Supplemental Pay for Faculty and Professional/Administrative staff Supplemental pay assignments for full and part-time faculty and professional/administrative staff and secondary appointments for full-time faculty”; see rule 3356-7-46 of the Administrative Code.

(C) Procedures.

- (1) Requests to make and/or receive supplemental compensation from an externally funded grant, sponsored agreement or contract must be approved prior to any work being assigned or undertaken. The request for payment must be a justifiable expenditure, as documented in the formal grant budget awarded by the external sponsoring agency or sponsor. In all cases, supplemental compensation to faculty, administrative staff, and department chairs is subject to the approval by their respective dean, unit head, vice president, or the provost. The principal investigator (PI) authorizes payment to an employee on a “Grant-Funded Supplemental Pay” form, which must be submitted to the office of research services/director of research services for approval prior to any externally funded grant, sponsored agreement or contract being initiated.
- (2) Both the PI and the payee attest that the activities for supplemental compensation were performed as described. The PI and payee are expected to document their times spent on federally funded grant activities, as instructed by the office of research services and the office of grants accounting. The university will develop and

maintain the necessary administrative procedures to process and manage supplemental payments.

Effective: 7/30/2026

CERTIFIED ELECTRONICALLY

Certification

07/20/2026

Date

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