



Office of the Vice President for Research

Extra Compensation Guidelines on Contracts and Grants for Full Time Faculty

Research, public service and instruction are all considered as part of a faculty member's regular duties. Intra-University consulting on an occasional basis is also considered a normal part of a faculty member's duties. Because of this, requests for extra compensation (payments during the academic year in addition to the faculty member's regular nine-month contract amount) should be very rare.

In the event a request for extra compensation is deemed appropriate by the principal investigator for faculty working on his/her sponsored project, the following approvals must be obtained in advance:

1. Internal University approval
2. Agency approval

1. Internal University Approval

Consistent with UNM Faculty Handbook policy C140 and 2 CFR Part 220, extra compensation must first meet the following criteria:

1. The work performed must be in addition to the faculty member's regular departmental load

and

2. One of two circumstances must exist:

- a. The consultation is across departmental lines or
- b. The work involves a separate or remote operation

and

3. The work performed cannot conflict with the faculty member's regular University duties and assignments.

In order to submit an internal request for consideration, the following must be done:

The extra compensation should be separately itemized in the proposal budget according to the instruction in the Proposal Development and Award Guide (<http://research.unm.edu/ProposalDevelopmentGuide042712.pdf>).

The faculty member should complete the Non Standard Payment Form (<https://securehr.unm.edu/content/webforms/NSP/nonstdpayment.php>), and obtain signatures. Since this process could delay the submittal of a proposal, it is advisable to obtain signatures early in the proposal approval process.

For proposals that already have been submitted or awarded, the faculty member should complete the Extra Compensation Request Form <http://research.unm.edu/forms/ExtraCompReqForm2007.pdf> and attach it to the Non Standard Payment Form. This should be done in advance of the work being performed.

2. Agency Approval

If University approval is obtained, specific written approval from the funding agency person authorized to contract or sign agreements (not the program officer) will also need to be obtained in most situations. The Pre-Award office will work with the principal investigator to request this approval. Generally this approval should be requested as soon as practical after receipt of award, and before any work is done on an extra compensation basis.

Extra compensation cannot be paid unless both University and agency approval have been obtained.

Limits

Extra compensation is paid at the faculty member's daily rate (nine-month academic salary amount divided by 195 days) and cannot exceed 39 days during the academic year. Days paid as extra compensation are included in the calculation of the one day per week permitted for outside employment under UNM policy, i.e, all outside consulting and all extra compensation, together, cannot exceed 39 days during the academic year.

Any questions concerning these guidelines should be directed to the Vice President for Research Office.