

## **STAFF PARTICIPATION ON GRANTS: ADMINISTRATIVE GUIDANCE**

Wake Forest encourages its faculty and staff to undertake research and other sponsored projects to serve the general good, to fulfill the university's educational mission, to contribute to knowledge, and to enhance professional development.

The university acknowledges there may be instances where we need to pay staff involved in research extra pay above their normal base salary. The university will recognize such *overload compensation* for research or other work performed *in addition* to assigned duties. OMB circular A-21, Section 10, states that "costs are allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution..."

### **Procedures**

Where overload compensation is requested, one the following criteria must be met:

1. Assignment is beyond the duties of the written job description;
2. Assignment is outside the department unit;
3. Assignment is performed outside normal working hours;

In addition, all of the following criteria must be met:

1. Vacation leave is not used to perform the assignment so that the university is not paying the employee twice;
2. Hiring a temporary employee may not be feasible;
3. Assignment clearly serves the interests of Wake Forest University; and
4. Total overload compensation in a fiscal year does not exceed 20% of annual salary.

In instances when an employee cannot be released from regular university duties to conduct sponsored projects, payments for overload employment may be permitted up to 20% (gross) of annual or 12-month salary rate. The 20% allowable overload will be placed on the fiscal year beginning July 1 and ending June 30. The rate of pay shall not exceed the equivalent of 1.5 times the regular hourly rate paid by Wake Forest. The standard work schedule for staff of the Reynolda Campus in FLSA-subject staff positions is based on 37.5 hours of work per week; only hours worked in excess of 40 hours per week are considered overtime.

The policies of the sponsoring agency shall govern overload compensation, when they are more restrictive than institutional policies. Sponsor approval must be obtained either through approval of the proposal budget or separately after the award has been received. In no event shall the services be provided and/or compensation paid until sponsor approval is received.

Ideally, if the Principal Investigator (PI) plans to have full time staff work on a proposed project, he/she should request overload salary in the budget. The budget should clearly indicate the portion of the individual's salary to be charged, the time period involved, and that this salary will be paid as overload. Before the proposal is submitted, the staff employee's immediate supervisor will be asked to certify that his/her regular assigned duties will not be affected. This approval must be in writing but may be provided via email.

When an award is made, an Additional Compensation form should be completed in accordance with University policy. The form should be submitted to Human Resources and will need to be approved by the Grant Accounting Manager.

If overload pay was not requested in the proposal budget but the PI determines that overload pay is necessary to accomplish project objectives, sponsor prior approval may be required before the overload can be paid. The PI should work with ORSP to obtain sponsor prior approval as needed. The employee's immediate supervisor will need to certify in writing that the staff member's regular assigned duties will not be affected before the request is forwarded to the sponsoring agency.

## **References**

Wake Forest University Staff Employee Handbook  
<http://www.wfu.edu/hr/staff-handbook/handbook.pdf>

OMB Circular A-21 "Cost Principles for Educational Institutions"  
<http://www.whitehouse.gov/omb/circulars/a021/a021.html>