

The federal government has increased efforts to monitor time and compensation related to grants, contracts, and cooperative agreements ('grants'). Revisions have been made to federal regulations regarding these activities, and higher education institutions have been regularly audited and penalized for inappropriate salary transactions (Florida State University, 2012, \$586,370; Michigan State University, 2015, \$913,210). You can find more information about these regulations in the federal Office of Management and Budget's [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(2 CFR 200\)](#).

This document will set forth the basic information regarding Manchester University's Grants and Sponsored Programs Compensation policy, which will apply to all institutional grants.

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## **EMPLOYEE ELIGIBILITY**

Any faculty or staff member can be paid for work on a grant.

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## **COMPENSATION FOR GRANT WORK**

In general, you can be paid for time you dedicate to a grant provided the compensation is consistent with your regular salary. In effect, grant funds can be used to pay a portion of your salary for the portion of your time spent on grant activities (e.g. if grant funds provide 20% of your salary, you should spend 20% of your time on grant activities).

If you work 12 months out of the year, when possible, grant work can replace a portion of your normal responsibilities. You cannot receive additional pay for work on a grant.

If you work 9 or 10 months out of the year (even if you are paid over the course of 12 months), when possible and applicable, grant work can replace a portion of your normal responsibilities. You can receive additional pay consistent with your regular salary during off-contract months but not on-contract months.

For example: If you are a 9-month faculty member and have a salary of \$50,000, you may be paid up to \$5,555.60 for each additional month of work during your off-contract months ( $\$50,000 / 9 \text{ months} = \$5,555.60$  per month).

The University will help you determine the appropriate compensation plan for alternative scenarios not covered by this policy.

### *Government Grants:*

Under federal regulations, you may only charge activities outlined in a grant agreement to a grant (such as writing reports and articles, managing and securing project data, coordinating research subjects, and attending meetings and conferences). It is rare for faculty and staff members to commit 100% of their time to grant work due to other responsibilities associated with our positions (committees, administrative work, etc.). Due to these limitations, for government grants, you usually cannot ask for more than 95% of your regular salary amount in grant funds.

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## **UNIVERSITY SUPPORT**

If a portion of your time will be dedicated to grant work, Manchester University can leverage grant funds to reduce your other commitments. For example, the University could hire an adjunct, additional personnel or student assistant to help cover some of your typical responsibilities. You are required to ask your dean or supervisor for approval before submitting a grant proposal that will necessitate a reduction in your regular commitments.

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## **TRACKING OF EFFORT**

Under federal regulations and for institutional requirements, you must track the effort you spend on grant work. Manchester University requires any faculty or staff member who receives compensation from a federally-sponsored grant to complete an affidavit of effort each academic year and each summer.