

 <b>Research &amp; Sponsored Programs</b> UNIVERSITY OF DENVER	<b>Office of Research and Sponsored Programs Policy Manual</b>  <b>Overload Compensation</b>
Supersedes Document Dated: 11/1/2003, 3/1/2020, 7/1/2022, 7/1/2023	Policy Number: ORSP-06
<b>Recommended By:</b> Senior Vice Chancellor for Business and Financial Affairs; Vice Provost for University Budget, Planning and Administration; Director of Sponsored Program Administration; Sponsored Program Academic Research Council <b>Approved By:</b> Senior Vice Provost for Research and Graduate Education	Effective Date: 10/24/2023

## 1. PURPOSE

To clarify circumstances whereby tenured and tenure-track faculty or departmental staff may receive supplemental compensation for effort expended on externally funded sponsored programs.

## 2. DEFINITIONS

- 2.1. Faculty is a person appointed to employment by the University to fulfill teaching and/or scholarly activities. Appointment is classified in the [Policies and Procedures Relating to Faculty Appointment, Promotion and Tenure](#).
- 2.2. Principal Investigator is the University employee that leads an externally funded program or project and is responsible for the proper conduct of research or other activity described in the proposal, grant, contract or other instrument of agreement.
- 2.3. Institutional Base Salary (IBS) means salary paid to a person appointed to employment at the University for performance of all professional obligations required by the individual's professional appointment. These professional obligations may include research, scholarship, teaching, service activities, creative works, and the Regular Department Load and are identified in the individual's position description.
- 2.4. Overload Compensation is non-benefited hourly additional pay beyond the Institutional Base Salary paid to an employee. This supplemental compensation is paid at a regular non-overtime rate. Overload Compensation is subject to the [University Additional Pay Policy \(HRIC 5.10.020\)](#) for duties above and beyond the IBS.
- 2.5. Regular Departmental Load are the obligations of the employee outlined in the employee's position description and include research, scholarship, teaching, service activities, creative works, academic committee work, student advising and other assigned administrative work in furtherance of a department's duties.

### **3. POLICY**

- 3.1. This policy applies to full-time staff and twelve (12) month Faculty, actively engaged in externally funded research.
- 3.2. On rare occasions Overload Compensation may be permitted, in general external research funding should not be utilized for Overload Compensation, federal agencies prefer that course buyout be utilized in the place of Overload Compensation.
- 3.3. Where effort towards an externally funded program or project exceeds that of the Regular Department Load, the department should utilize external funds to cover the cost of course buyout.
- 3.4. Overload Compensation may only be utilized when course buyout is not appropriate. Overload Compensation is not used for summer salary, reference the summer salary policy for summer salary.
- 3.5. A Faculty or staff may only receive Overload Compensation if all of the following conditions are met, in addition to the select criteria in sections 3.6 and 3.7 below:
  - 3.5.1. The employee provides support to an externally funded research program or project that is performed in addition to their Regular Department Load.
  - 3.5.2. The Principal Investigator has specific approval in writing from the external entity authorizing Overload Compensation, this includes the approved budget.
  - 3.5.3. Funds are available on an external award and are expressly included in the program or projects budget for the purpose of Overload Compensation.
  - 3.5.4. The Overload Compensation is approved by the Department Chair/Director and the Dean.
- 3.6. A full-time staff member providing support to an externally funded research program or project that is performed in addition to their Regular Departmental Load is eligible for Overload Compensation, if all criteria in section 3.5 are met.
- 3.7. A twelve (12) month Faculty providing support to an externally funded research program or project that is performed in addition to their Regular Departmental Load is eligible for Overload Compensation, if all criteria in section 3.5 are met. Nine (9) and ten (10) month Faculty are ineligible for Overload Compensation.
- 3.8. Overload Compensation, if approved, may not exceed twenty percent (20%) of the employee's IBS during the employee's period of employment with the University. Overload Compensation is paid at a regular non-benefited, non-overtime rate. The employee will be paid the IBS equivalent of up to one (1) additional day of work per week,
- 3.9. Overload Compensation is not permitted during any period in which the Faculty devotes the entirety of their efforts to research and is not otherwise engaged in Regular Departmental Load.
- 3.10. All efforts of the employee, both regular and overload, will be documented and properly certified by the department and the Office of Research and Sponsored Programs (ORSP).

#### **4. PROCESS**

- 4.1. The Principal Investigator will prepare a proposal or request for the department chair/director, dean, and sponsoring entity that provides rationale for the overload compensation request and provide such proposal or request to the department chair/director.
- 4.2. Upon receipt from a Principal Investigator of a request or proposal for Overload Compensation, the applicable department chair/director will review the request or proposal and determine if the request or proposal is properly reasoned. If the request relates to Faculty, then the department chair/director must evaluate and assure that the regular departmental load is adequately provided by the faculty or that appropriate coverage is arranged. Once approved by the department chair/director, the request will then be forward to the dean for review and approval.
- 4.3. After the request is reviewed and approved by the department chair/director and the dean, the request must then be forwarded to the sponsoring entity and the Principal Investigator must then obtain approval of the request in writing from the sponsoring entity.
- 4.4. Approved requests for Overload Compensation will be forwarded to the applicable budget officer, who will, no fewer than one time per month, authorize that overload compensation be paid to the employee utilizing the electronic payroll system.
- 4.5. The budget officer will provide documentation of the request and approval of overload compensation to ORSP. The principal investigator will ensure the overload compensation is properly certified in all effort reporting. ORSP will document the approval in the grants management software and approve all electronic payroll actions.

#### **5. RESOURCES**

- 5.1. Compensation—Personal Services – 2 CFR § 200.43
- 5.2. [University Additional Pay Policy – HRIC 5.10.020](#)