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# Overload Supported by Federally Sponsored Research

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## I. REASON FOR THIS POLICY

The Federal government has established policies related to Overload payments on federally sponsored projects in 2 CFR 200, Section 200.430.

The purpose of this policy is to establish guidelines for additional compensation paid to faculty on federal or federal flow-through funds.

Overload Compensation must be used in a manner that serves the mission of the University while demonstrating fiscal responsibility. This policy outlines the limits and responsibilities to ensure the appropriate use of Overload Compensation on federally sponsored projects.

## II. STATEMENT OF POLICY

Federal grants do not allow for overload while working on a federal grant, regardless of the funding source for the overload pay. Some non-federal grants may also explicitly state such a restriction. Any non-federal grant supported by federal funds is also subject to federal grant restrictions. In short, there can be no additional pay for grant work unless the grant is: a) non-federal; b) not supported by federal dollars; and c) does not explicitly restrict additional pay.

Compensation, including overload payments, for personnel paid on federal or federal flow-through funds is governed by The Uniform Guidance (2 CFR 200). The relevant section in

**200.430 Compensation - personal services—personal services is (h)(2) through (h)(4) and reads:**

**(2) *Salary basis.*** Charges for work performed on [Federal awards](#) by faculty members during the academic year are allowable at the IBS rate. Except as noted in paragraph (h)(1)(ii) of this section, in no event will charges to Federal awards, irrespective of the basis of computation, exceed the proportionate share of the IBS for that period. This principle applies to all members of faculty at an institution. IBS is defined as the annual compensation paid by an 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.

**(3) *Intra-Institution of Higher Education (IHE) consulting.*** Intra-IHE consulting by faculty should be undertaken as an IHE responsibility requiring no compensation in addition to IBS. However, in unusual cases where consultation is across departmental lines or involves a separate or remote operation, and the work performed by the faculty member is in addition to his or her regular responsibilities, any charges for such work representing additional compensation above IBS are allowable provided that such consulting arrangements are specifically provided for in the [Federal award](#) or approved in writing by the [Federal awarding agency](#).

**(4)** Extra Service Pay normally represents overload compensation, subject to institutional compensation policies for services above and beyond IBS. Where extra service pay is a result of Intra-IHE consulting, it is subject to the same requirements of paragraph (b) above. It is allowable if all of the following conditions are met:

- (i)** The [non-Federal entity](#) establishes consistent written policies which apply uniformly to all faculty members, not just those working on Federal awards.
- (ii)** The [non-Federal entity](#) establishes a consistent written definition of work covered by IBS which is specific enough to determine conclusively when work beyond that level has occurred. This may be described in appointment letters or other documentation.
- (iii)** The supplementation amount paid is commensurate with the IBS rate of pay and the amount of additional work performed. See paragraph (h)(2) of this section.

- (iv) The salaries, as supplemented, fall within the salary structure and pay ranges established by and documented in writing or otherwise applicable to the [non-Federal entity](#).
- (v) The total salaries charged to [Federal awards](#) including extra service pay are subject to the Standards of Documentation as described in [paragraph \(i\)](#) of this section.

### III. DEFINITIONS

**Institutional Base Salary(IBS)** - the annual compensation paid for an individual's appointment, whether that individual's time is spent on research, [instruction](#), administration, or other activities.

**Overload Compensation**– Payment to a University employee for participating in or completing an assigned activity that requires effort more than a normal full-time work effort, as defined by their supervisor and dean or director in accordance with this policy.

**Federal Awarding Agency** – Federal agency that provides a federal award directly to a non-Federal entity.

### IV. PROCEDURES

The faculty member must request overload through DocuSign. The request is then routed to the Supervisor, Chair, Dean, and Vice President for Research & Sponsored Programs.

Once overload is approved, if any of the faculty member's salary is to be paid with grant funds, the faculty member should work with the Office of Research and Sponsored Programs to contact the sponsor for approval.

- If the sponsor does not approve- overload compensation is not allowed.
- If approved- the department should submit an EPAF for additional compensation.

### V. RELATED DOCUMENTS, FORMS AND TOOLS

Uniform Guidance, Code of Federal Regulations, [Title 2, Subtitle A, Chapter II, Part 200, Personal Services](#)