SUPPLEMENTAL RESEARCH COMPENSATION FOR
EXTERNALLY SPONSORED WORK POLICY

14 November 2011

Supplemental compensation is payment received by a faculty member from external sponsors for efforts that require involvement during the faculty member's university contract over and beyond the normal full-time duties specified in that faculty member's university contract. Supplemental research compensation can result when an externally funded research project has a need for work that cannot be met by the faculty principal investigator, requiring assistance from another faculty member in another department who is not a co-principal investigator or co-investigator on the sponsored research project. This added effort by other consultant-like faculty may be needed to meet sponsor timetables, to extend the scope of work for special purposes, to conduct field work or to perform other similar kinds of exceptional tasks. A university contract for full-time faculty employment, which may have an 8, 9, 10, or 11-month term, serves as the basis for considering and approving supplemental research compensation. The compensation rate is calculated from that faculty member's 8-month base found in their university contract. A full-time assignment at Brigham Young University requires a commitment of five days per week. The specific assignments involving teaching, research, and university citizenship activities which comprise this five-day week will vary among faculty members and disciplines, and are determined by agreement and negotiation between the individual and his/her department chair.

Supplemental compensation for sponsored research is limited to an average of one day per week and must be accomplished in such fashion that the five-day full-time appointment of the faculty is not compromised. Supplemental work can be done during the week, but it is expected that faculty members will compensate by devoting equivalent time to their primary assignments on weekends or in evenings. Care must be taken to ensure that these research activities do not conflict with primary university commitments to teaching, scholarly work, and university service. This policy statement applies to compensation received from all types of external grants and contracts regardless of funding source. All grants and contracts at BYU must meet the constraints of federal regulations in that the method and extent of such supplemental compensation must meet federal legal requirements and adhere to policies restricting supplemental compensation that are imposed by the government granting agencies.

Supplemental research compensation is provided for specific days (or time periods) dedicated to the extended activity. Participating faculty members are required to request approval of the activity funded by supplemental compensation prior to commencing work, and keep a log of the hours and days they are engaged in supplemental work for which they will request supplemental compensation. Time periods devoted to supplemental research must be kept separate from the time devoted to regular university activities. The option for supplemental compensation is intended to apply to regular, full-time faculty in CFS-track positions. Supplemental compensation is not available to part-time or temporary personnel. Work for supplemental compensation may

not be done during a buy-out period on the same or any other sponsored research project, nor may it be done or compensated for during a period outside of the faculty member's academic contract appointment.

Applicability: This policy applies to all faculty performing supplemental research for compensation, as defined and controlled by this policy.

Implementing Procedures: https://orca.byu.edu/research/Forms.php#policies

Responsible University Officer: Academic Vice President

Responsible University Office: Office of Research and Creative Activities

Previous versions of this policy: 3 February 2006

Related policies: Faculty Compensation Over 100% of Salary; University Compensation Policy; Supplemental Compensation for Administrative