
**POLICY FOR EXTRA COMPENSATION FOR EXTERNALLY FUNDED
RESEARCH AND SPONSORED PROGRAMS**

POLICY STATEMENT

This policy outlines the conditions and limitations in which certain personnel of Lipscomb University (“Lipscomb”) may receive Extra Compensation as a result of participation in externally funded research or sponsored programs at Lipscomb.

PURPOSE

The purpose of this policy is to apply federal regulations governing the issuance of any Extra Compensation to Lipscomb personnel in the performance of externally funded research and sponsored programs, recognizing that service above and beyond the normal scope of an employee’s assigned duties and job functions may be required.

APPLICABILITY

This policy is applicable to any Lipscomb employee participating in an externally funded research or sponsored program administered by the Office of Research and Grants, unless an exception has been granted by the executive administration.

DEFINITIONS

Capitalized terms that are used but not otherwise defined in this policy have the following meanings:

CFR means the Code of Federal Regulations.

Extra Compensation means any compensation or extra service payment issued by Lipscomb that is in addition to the recipient’s IBS for services performed outside of the recipient’s principal appointment (including services for research or programmatic projects). Extra Compensation shall not include compensation or reimbursement received for jury duty or court attendance pursuant to a subpoena, nor is it inclusive of any compensation received for any non-Lipscomb affiliated arrangement. Compensation included within an individual’s IBS may include, without limitation, appointments to roles such as director or department chair, if such a role is defined within an appointment letter or employment contract.

Institutional Base Salary or *IBS*, as defined in 2 CFR § 200.430(h)(2), means the annual compensation paid by Lipscomb 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 Lipscomb.

Principal Investigator, or PI, and Project Director or PD, mean the individuals who bear the responsibility for the overall operation and performance of the externally funded research or sponsored program, including management, reporting, subrecipient monitoring, record retention, compliance, effort certification, and other activities supporting program delivery and management. PI is commonly used in research grants, whereas PD is commonly used for awards that are more programmatic in nature without a dedicated research component. As used in this policy, Principal Investigator includes the role of co-Principal Investigator.

PROCEDURES

METHOD OF COMPENSATION

The preferred method of compensating any Lipscomb personnel who provide services for an externally funded research or sponsored program is through release time or course buy-out. If release time is not available or not favorable for a particular award, and personnel are eligible to receive Extra Compensation as set forth in this policy and applicable federal regulations (including, but not limited to, 2 CFR §200.430(h)), Extra Compensation may generally be approved under the following conditions:

- Extra Compensation is clearly indicated in the awarded budget, or Lipscomb has received prior written approval by the awarding agency; and
- Extra Compensation is approved by the employee's supervisor and the Office of Research and Grants.

EXTRA COMPENSATION

To ensure consistency across all awards, the Office of Research and Grants shall apply the appropriate federal regulations, including, but not limited to, 2 CFR §200.430(h), with respect to the issuance of Extra Compensation to eligible exempt faculty and staff.

Exempt faculty and staff may not earn or receive any Extra Compensation exceeding 25% of their IBS as remuneration for effort expended in connection with an externally funded research or sponsored program, unless an exception has been approved by the Provost of Lipscomb, in consultation with the Office of Research and Grants.

Non-exempt employees may generally not receive Extra Compensation. Written requests for Extra Compensation for Lipscomb non-exempt employees must be approved in advance by the Office of Research and Grants, the Office of Human Resources, the employee's supervisor, and the funding agency or organization. Any approved Extra Compensation for non-exempt employees must comply with the applicable requirements of the Fair Labor Standards Act.

CONFLICT

This policy is subject to applicable law. In the event of a conflict between the provisions of this policy and applicable law, including, without limitation, 2 CFR § 200.430, the provisions of applicable law shall control.

FORMS

- Proposal Routing Form (available at the Office of Research and Grants)

CONTACT

For additional information or questions regarding this policy, contact the Office of Research and Grants by email at researchandgrants@lipscomb.edu or by phone at 615-966-5907.

EFFECTIVE DATE

This policy was approved by the Office of the Provost on November 3, 2022. This policy should be reviewed, and any appropriate changes made and duly approved, on an annual basis to ensure compliance with applicable law.