

## **FAQ on IBS**

### **What is Institutional Base Salary (IBS)?**

IBS is defined as the total base compensation an individual receives as per that individual's appointment at the University whether that individual's time is spent on research, instruction, administration, or other activities, regardless of funding source. IBS includes regular salary, as well as the academic year portion of any additional assignment (e.g., dean, chair, director of University Center as established in the individual's annual appointment letter (or similar notification)). IBS excludes fringe benefit payments; reimbursed expenses; temporary, supplemental pay for incidental work; and income earned outside of duties to the institution.

### **What salary amount should I use to request funds for externally sponsored projects/programs?**

The individual's IBS at the time of submission must be used as the basis for calculating salary requests on sponsored awards.

### **How are salary funds requested on sponsored awards reflected?**

Typically, sponsors allow the University to recover the costs associated with the time that the faculty or staff member devotes to a sponsored award. In this case, the sponsor's funds buy out a portion of the faculty or staff member's salary while he or she works on the sponsored program. The employee's paycheck amount will be the same as it was prior to the sponsored program award, but it will now be obtained from two sources: the time apportioned on the sponsored award will be paid from the sponsored program budget, and the non-buyout portion will be paid from the University budget from which the faculty member is typically paid.

### **What if a Sponsor has a limit as to the maximum salary that can be used on awards (e.g. a salary cap)?**

The Sponsor's salary cap (salary restrictions) will be used on the application/award in the event the individual's IBS is higher than the sponsor's allowable salary limit. Standard University approvals (Chair/Dean approved NITS) are still required for submissions in which a salary cap will be applied.

### **How do I calculate summer salary for sponsored projects/programs?**

For faculty on 9-month appointments who request salary support during the summer months from a sponsor, the IBS should be used as the basis to calculate the requested salary. For example: one month of summer is calculated by dividing the IBS by nine to determine 1 summer month of funds requested for that effort.

## **FAQ on Extra Compensation**

### **What is supplemental pay or extra compensation?**

Supplemental pay or extra compensation is a payment made to an individual in addition to the individual's institutional base salary (IBS). Supplemental pay may be made to employees for the performance of additional services outside the individual's appointment and in response to a

special or urgent need that can be satisfied by the individual as determined by the appropriate Academic Leader, Department Chair, or Provost/Area Vice President and in accordance to policy. The work to be performed should be a well-defined task of short duration (i.e., less than 3 months) and should not interfere with the individual's regular assignments and responsibilities to the University as part of their appointment.

**Can I request a summer salary for sponsored awards?**

Yes, faculty on 9-month appointments can request summer salary for work on sponsored awards in accordance with the Institutional Base Salary policy and Summer Salary Policy (forthcoming).

**Who needs to approve extra compensation?**

For Faculty and graduate student requests, the appropriate Academic Leader or Department Chair, the Office of Sponsored Programs (if extra compensation is requested in connection with work on a sponsored project); and the appropriate Vice President or Provost must review and approve in writing. For all other staff, requests are reviewed and approved in writing by HR (and the Office of Sponsored Programs if extra compensation is requested in connection with work on a sponsored project).

**Are there special considerations for extra compensation on sponsored programs?**

In the event that extra compensation is needed for work determined to be outside of an individual's appointment, approval should be sought in advance of application submission or payment and in accordance with the University and Sponsor's policies. To allow extra compensation payments to be made on federally-funded sponsored awards, approval from the sponsor is required.