

## **GRANT PARTICIPANT COMPENSATION GUIDELINES**

### **FACULTY**

- (1) Participation in and compensation for work done with a grant requires the Dean's approval.
- (2) Faculty involved in on-going grant responsibilities that are outside of their teaching duties may be paid a stipend, which will be based upon the length of the project and amount of time necessary to fulfill the responsibilities of the grant as determined by the grant administrator, Dean and subject to the grant guidelines.
- (3) Summer grant activities may be paid a stipend commensurate with the level of responsibility if they are in addition to the academic year. Summer stipends require approval of the grant administrator and Dean.
- (4) Faculty receiving release time from their teaching assignment(s) for grant responsibilities must have approval from their department chair and Dean. However, subject to the grant's requirement release time in the year of the grant responsibilities or in the following year may not be possible given the guidelines of the grant. A stipend beyond the release time granted will be determined if the faculty member's time commitment to the grant exceeds the amount of release time granted.

### **ADMINISTRATORS**

- (1) Participation in and compensation for grant responsibilities requires the approval of the administrator Vice President and grant administrators.
- (2) Administrative staff involved in grant responsibilities outside of their regularly assigned duties may receive a stipend if these responsibilities are outside of their administrative duties and require additional hours of work.
- (3) Administrative staff employed less than full time may be paid a stipend if the grant responsibilities are outside of their regularly scheduled hours and responsibilities.
- (4) Administrative staff contracted for less than twelve (12) months may be paid a stipend for grant responsibilities that occur during their non-contracted time.
- (5) Administrative staff involved in grant responsibilities as part of their assigned duties will not receive additional compensation. However, their department may receive an equivalent payment as budget relief.

## **SUPPORT STAFF**

- (1) Participation in and compensation for work done in association with a grant requires the approval of the supervisor and the Dean.
- (2) Support staff will not receive additional compensation for grant work that occurs during their scheduled forty (40) hour work week. Work beyond forty (40) hours in a week will be paid on an overtime basis of time and a half. The employee's timecard must indicate these hours and be signed by the supervisor.
- (3) Support staff employed at less than forty (40) hours working on grant activities beyond their scheduled hours but under forty (40) hours in a work week will be compensated at their regular rate.
- (4) Support staff employees may receive a different hourly rate for grant responsibilities if the kind of responsibilities exceed those in their job description subject to the approval of the grant administrator, supervisor and Human Resources Office.