

ORSO Guideline 21

Excess Compensation

WASHINGTON STATE UNIVERSITY
The Office of Research
Office of Research Support and Operations

Revised May 15, 2018

SUBJECT: Guidelines for Approving Excess Compensation Requests for Sponsored Projects:

1. If a faculty member's wishes to request excess compensation above their base salary in a sponsored project proposal, the faculty member must submit a memo, prior to proposal submission, to the Provost Office requesting approval. The request must substantiate the need for excess compensation based on the [Uniform Guidance 200.430](#), Compensation-personal services (h)(3) and (h)(4) sections. This request must be routed and approved by the faculty member's Chair and Dean concurring that these duties are in addition to their regular departmental load (teaching, research, and public service) and across departmental lines.
2. If approved by the Provost, then the request must be clearly spelled out in the sponsored project proposal, routed through the normal process to ORSO (with Provost approval attached), and subsequently approved by the Sponsor prior to payment of any excess compensation paid on sponsored project funds.
3. If a request for excess compensation is made after the award, step 1 must still be followed and a separate request to the Sponsor asking for approval must be initiated and routed through ORSO. ORSO will counter-sign the request, upon approval from the Provost, and submit the request to the Sponsor. Sponsor approval must be received prior to any payment of any excess compensation.
4. Normally excess compensation, from sponsored program funds, should be administered via a faculty time-card.