

**BOWLING GREEN STATE UNIVERSITY
SUPPLEMENTAL PAYMENTS FOR GRANTS**

Employees may receive supplemental pay from grant funds only under exceptional circumstances. Use this form to compensate faculty, administrative staff, and classified staff for grant-related services that are in addition to the duties expected of their regular employment contracts. Faculty are rarely eligible for supplemental pay for academic year grant activities as grant funded work is considered a routine part of faculty assignments. Supplemental pay is not permitted for administrative or clerical grant assignments. Submit form within 30 days of service completion.

Name _____

BGSU employee ID _____

Home department ID _____

Position (check one) Faculty Administrative Classified

Employee base salary _____

ASSIGNMENT:

Date(s) of service _____

Total hours worked _____ @ _____ per hour

**Additional pay must be commensurate with base salary rate of pay and amount of additional work performed*

Service location on campus off campus

Total Compensation _____

Nature of the assignment (including department, conference, etc. for which service was performed) and how it relates to project objectives:

Describe how the assignment is outside of BGSU contracted responsibilities (not routine):

Project speedtype to charge _____

PI of project _____

CERTIFICATIONS FOR COMPLIANCE:

Is this supplemental pay a funded and explicitly approved line item in the budget? (Attach budget narrative or sponsor approval) Yes No

If consulting for the university, does the consultation cross departmental lines or involve a separate or remote operation? Yes No

Is the employee receiving supplemental pay from any other internal or external grant funding source? Yes No

If yes, list amount of other supplemental pay(s) _____ dept/project ID(s) _____ and contract date(s) _____

Is the employee's total supplemental pay from all internal & external funding sources equal to or less than 20% of base salary? Yes No

Would this type of assignment warrant supplemental pay from a university budget in the absence of grant funds? Yes No _____
Dean/VP initial

Could this assignment have been completed by any other BGSU employee within their normal workload? Yes No

Could this assignment have been completed by a graduate student at a lesser cost, factoring in stipend and scholarship? Yes No

Can it be determined conclusively that work beyond the level of regular duties has occurred? Yes No _____
Chair/Dir initial

APPROVALS:

I certify that the above services were performed in the best interest of the University and did not hinder the proper performance of contractual or regular duties.

Principal Investigator _____ Date _____

Signature of Appointee _____ Date _____

Grants Accounting _____ Date _____

Chair/Director of Appointee _____ Date _____

Prepared by: _____

Dean/VP of Appointee _____ Date _____

Date: _____

Vice-President of Academic Affairs _____ Date _____