**PROPOSAL STAGE**

**ADDITIONAL COMPENSATION CHECKLIST FOR SPONSORED PROJECTS**

If *all* answers below are yes, the employee meets SFA and state/federal guidelines to receive additional compensation.

**Activity** ___________________________  **Person** ___________________________

1. Is the employee non-classified (professional; exempt)?
   - [ ] yes  [ ] no

2. Is your project in a different department or unit than the employee OR does the work involve a separate or remote operation?
   - [ ] yes  [ ] no

3. Is the work in addition to the employee’s regular departmental load?
   - [ ] yes  [ ] no

4. Does your budget state explicitly that you will pay additional compensation to university employees? Alternatively, have you obtained post-award written sponsor approval to use funds to pay additional compensation to university employees? *(Attach written approval.)*
   - [ ] yes  [ ] no

5. Does your project clearly state the name *or* position of the employee(s) that will receive the additional compensation?*
   - [ ] yes  [ ] no

6. Does your project describe the specific work to be performed by the employee(s)? *
   - [ ] yes  [ ] no

7. Does your project budget state the total dollar amount of the additional compensation to be paid? *
   - [ ] yes  [ ] no

8. Does your project budget state the percent of additional effort *or* the hourly rate and number of hours being committed in exchange for additional compensation? *
   - [ ] yes  [ ] no*

9. Does this additional compensation represent the employee’s only work on the project? **
   - [ ] yes  [ ] no

10. Is the amount of the additional compensation segregated from regular salary expenses?
    - [ ] yes  [ ] no

*Alternatively, did you provide this information in your post-award request for written sponsor approval?*

**An employee cannot be paid regular salary or costshare salary on a grant and receive additional compensation pay from the same grant.**