

**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.*