



**Salary and Wage Charges on Sponsored Project Proposals # 2320.080**

<b>INITIAL EFFECTIVE DATE:</b>  February 11, 2004	<b>LAST REVISION DATE:</b>  March 29, 2021	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Office of Research and Economic Development
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**POLICY STATEMENT**

Salaries and wages for employees rendering technical and/or scientific services on the sponsored projects are allowable direct charges if: (1) the charge to the federal sponsor is only for that portion of the employee’s salary or wages that corresponds to the employee’s effort contributed to the project; (2) during the period of performance under the sponsored agreement; and (3) the salary or wages paid to the employee is/are consistent with the employee’s regular salary established pursuant to FIU’s Human Resources policies and procedures or, if an individual is to be hired to work on the project, the salary or wages is/are consistent with FIU’s Human Resources policies and procedures. No person whose salary or wages is/are charged to a federal project may receive compensation in excess to that which the person could receive according to the FIU salary/wage policies and procedures for non federally funded work.

**SCOPE**

University Community (faculty, staff and students)

**REASON FOR POLICY**

To comply with federal regulations regarding allowable charges on sponsored awards.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
“OMB”	“OMB” is the U.S. Office of Management and Budget.
ORED	“ORED” is the Florida International University Office of Research and Economic Development.
PI	“PI” is the principal investigator.



**ROLES AND RESPONSIBILITIES**

N/A

**RELATED RESOURCES**

OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the “Uniform Guidance”)

FIU Human Resources Policies and Procedures

FIU Human Resources Compensation and Classification Manual

ORED Policy - Extra State Compensation from Sponsored Projects for FIU Personnel

**CONTACTS**

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**HISTORY**

**Initial Effective Date:** February 11, 2004; Office of Sponsored Research Administration Faculty/Staff Guide for the Administration of Externally Funded Projects, INTERIM VERSION.

**Review Dates** (*review performed, no updates*): January 17, 2024

**Revision Dates** (*updates made to document*): July 14, 2011; March 29, 2021



**Salary and Wage Charges On Sponsored Project Proposals # 2320.080a**

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**PROCEDURE STATEMENT**

Individuals who are to receive full benefits must be listed in the “Faculty / Administrative / Staff Salary” section of the proposal budget; all others must be listed in the “Other Personnel” section of the budget.

For multiple year budgets, the first year’s salaries and wages should reflect the current compensation level of employees. For future budget years, it is appropriate to build salary increases into the budget so long as those increases are an appropriate approximation of the employee’s salary or wages increases for future years. Thus, an increase of 3% per year for salary or wage increases may be appropriate when permitted by the sponsor. At no time, however, may a federal sponsor be charged more for an employee’s salary or wages than the employee’s actual salary or wages incurred while working on the sponsor project.

No faculty or staff member may be reimbursed for more than 100% effort in any given time period, without a special justification and permission as provided in the Extra State Compensation policy.

Some federal sponsors, such as the National Institutes of Health place a cap on the rate of salary or the rate for consultant payments that may be charged to a project. The PI must ensure that the salary/fees requested and paid on the project do not exceed these limitations. See the ORED web page or contact your ORED representative for these salary/fee limits.

All sponsored project proposal budgets must include the full fringe benefit rate applicable to each FIU employee on the budget. If the sponsor refuses to fund any fringe benefit costs, the PI's College or Department will be responsible for providing a funding source to the Office of Research and Economic Development for payment of the fringe benefits costs not paid for by the sponsor if the proposal is awarded.