

**POLICIES OF COLORADO STATE UNIVERSITY
IMPACT STATEMENT**



Policy Title: Institutional Base Salary	Category: Research Policy ID: 7-2001-017
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy	Date Submitted: Click here to enter text.
Policy Proponent/Owner: Vice President for Research	Contact(s): Diane Barrett, Director Office of Sponsored Programs 408 University Services Center 601 S. Howes Street 2002 Campus Delivery Fort Collins, CO 80523-2002 Phone: (970) 491-6355

POLICY DESCRIPTION AND BASIS

This is a proposal to develop a University Policy that defines faculty and staff base salary consistent with the federal Uniform Guidance definitions and addresses all potential compensation scenarios that affect federal sponsored projects. As a recipient of federal funding CSU is required to comply with the Office of Management and Budget Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”) as well as other federal requirements for certifying effort contributed to sponsored awards. The Uniform Guidance Subpart E §200.430 contains the federal regulatory requirements for internal controls over certifying time expended on sponsored projects.

This policy will require the use of Institutional Base Salary in grant proposal applications and will be consistent with the Uniform Guidance section 200.61 requirement for organizations to establish and maintain effective internal controls. Institutional Base Salary is the total guaranteed annual compensation paid by the University for all activities associated with that employee’s appointment, whether that individual’s time is spent on research, teaching, administration, or other activities or a combination thereof. Institutional Base Salary is the “base salary” of an individual that is used in the calculation of effort reporting. The Institutional Base Salary policy must ensure that the annual compensation paid by the University for an employee’s appointment (9 or 12 months), whether that individual’s time is spent on research,

teaching, or other activities, does not include any unallowable expenses; for example, IBS should not include bonuses or incentive pay. Additionally, IBS should not include payments from other organizations or income that individuals are permitted to earn outside of their University responsibilities, such as consulting. IBS must be used as the base salary on all grant proposals unless there is a statutory limit on compensation (e.g. sponsor cap).

REQUIRED RESOURCES

A review of current appointment letters will be required in order to develop this policy. The review will be limited to those that have been paid on federal sponsored projects in the last five years. This review will be done by HR and research administration personnel in the appropriate departments using existing resources. No new base or one-time funding is required. No new or additional resources will be required in order to implement the policy. The Assistant Director in OSP will lead this effort

ANTICIPATED IMPACTS

All persons involved in sponsored activity will be affected by the policy. This will create a common definition of salary that can be used when developing proposal budgets and when being charged to sponsored activity.

POLICY DEVELOPMENT

Policy development will be supported by representatives from: Human Resources, Office of the General Counsel, Office of Policy and Compliance, Office of Vice President for Research and the Provost's Office.

STAKEHOLDER INPUT

Stakeholder input will be solicited from the campus research administration community, Human Resources, Payroll, CAAG, CRAD, CoSRGE, VPAC, Deans Council and OSP.

ADMINISTRATIVE/MANAGEMENT/ASSESSMENT

The Office of Sponsored Programs and campus research administration units will have the authority to monitor the compliance of this policy. Communication to campus will primarily be carried out by OSP. Training, reporting and periodic review will be carried out by OSP, campus research administrators, and HR.

PROCEDURES, GUIDELINES AND FORMS

Specific procedures, guidelines and forms will be developed by OSP in conjunction with HR.

INTERNAL CONTROLS

This process will create a needed audit trail that links the Institutional Base Salary directly to proposal and award management and the correct monitoring of effort paid on federal sponsored projects.

REVIEW AND APPROVAL BY THE PRESIDENT’S CABINET:

APPROVED TO PROCEED TO POLICY DEVELOPMENT

NOT APPROVED

MORE INFORMATION NEEDED:

By: original signature on file

Lynn Johnson
Vice President for University Operations

Date: March 28, 2017