



<b>Document Title:</b> Extra Compensation Guidelines on Contracts and Grants for Full Time Faculty	<b>Version:</b> 1	<b>Date of Last Review:</b> 12/11/2017
<b>Document Owner:</b> Office of the Vice President for Research	<b>Approved by:</b> <i>Gabriel P. Lopez</i> Gabriel López, Vice President for Research	

Research, public service and instruction are all considered as part of a faculty member’s regular duties. Intra-University consulting on an occasional basis is also considered a normal part of a faculty member’s duties. Because of this, requests for extra compensation (payments during the academic year in addition to the faculty member’s regular nine--month contract amount) should be very rare.

In the event a request for extra compensation is deemed appropriate by the principal investigator for faculty working on his/her sponsored project, the following approvals must be obtained in advance:

1. Internal University approval
2. Agency approval

**1. Internal University Approval**

Consistent with UNM Faculty Handbook policy C140 and 2 CFR 200, extra compensation must first meet the following criteria:

1. The work performed must be in addition to the faculty member’s regular departmental load  
*and*
2. One of two circumstances must exist:
  - a. The consultation is across departmental lines or
  - b. The work involves a separate or remote operation  
*and*
3. The work performed cannot conflict with the faculty member’s regular University duties and assignments.

In order to submit an internal request for consideration, the following must be done:

The extra compensation should be separately itemized in the proposal budget and explained in the budget narrative (justification).

The faculty member should complete the [Extra Compensation Request Form](#), and obtain signatures. Since this process could delay the submittal of a proposal, it is advisable to obtain signatures early in the proposal approval process. This completed form should be uploaded into the CayuseSP record prior to routing for internal approvals.

For proposals that already have been submitted or awarded, the faculty member should complete the [Extra Compensation Request Form](#) and attach it to the [Faculty Non Standard Payment Agreement](#). This should be done in advance of the work being performed.

**2. Agency Approval**

If University approval is obtained and the proposal budget and justification specifically provided for extra compensation and is funded without being eliminated by the sponsor, this constitutes implicit approval by the



sponsor. If, after award, UNM wants to pay extra compensation to a person on the grant which was not part of the original proposal budget, the sponsoring agency's contracting or grant officer (person who can legally sign the contract or grant, not a program or technical officer) must approve the use of the Extra Compensation before payment can be issued to an individual at UNM. The PI should work with the Office of Sponsored Projects to obtain agency approval. The PI may also want to get verbal concurrence from the program officer at the funding agency prior to contacting the contracting or grant officer.

Extra compensation cannot be paid unless both University and agency approval have been obtained.

**Limits**

Extra compensation is paid at the faculty member's daily rate (nine-month academic salary amount divided by 195 days). Research, adjunct, visitors and other temporary faculty holding non-continuing appointments are not eligible for C140 (Extra Compensation Paid by the University) payments. C140 payments are currently only permitted for regular full-time faculty members. The work for extra compensation does not count against the workdays allowed for outside employment (See Policy C130)

C140 compensation should not occur during the summer intercession while 9-month appointment workload requirements are not in effect. Instead, regular 9-month faculty are eligible for Summer Compensation.

Any questions concerning these guidelines should be directed to the Vice President for Research Office.

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**Reference Links:**

[Uniform Guidance. 2 CFR 200.430](#)

[UNM Faculty Handbook, Policy C140: Extra Compensation Paid by the University](#)

[Regents' Policy Manual, Section 5.6: Extra Compensation Paid by the University](#)

[Regents' Policy Manual, Section 5.5: Outside Employment](#)

[Office of Faculty Affairs & Services: Extra Compensation](#)