

Grant-funded Additional Appointment for Existing FACULTY

Updated 5-11-21

Use this form if you are an existing faculty member who is being paid for an additional appointment with grant funds during the academic year or summer. Use this form for EACH academic year and/or EACH summer worked. If the same appointment will last throughout the academic year and the following summer, you can mark both areas on one form, to indicate work for a specific academic year and summer. This form can also be used for an existing grant-paid faculty member that is changing the grant's general ledger number (GL number or cost object number) used for their pay. *These forms will NOT be used for newly hired faculty that are grant paid.* New hires will utilize the existing new hire process.

See the Doane University **Institutional Base Salary Policy** for how to calculate additional appointments in the summer or academic year. *No individual may commit more than 100% institutional or summer effort or be compensated at a rate that would exceed their annualized institutional base salary.* See the Doane University **Course Release and Buy Out Policy** for how to calculate course buy out and percent effort. Contact HR to verify annual salaries and fringe benefits rates when calculating full course release salary. Contact **Assistant Dean of Academic Affairs** to determine appropriate adjunct pay rates for adjunct replacement costs. See the Doane University **Summer Effort and Summer Salary for Sponsored Research Policy** for how to calculate additional appointments in the summer. Summer percent effort is always 100% for any work period requested on any one grant.

Forms should be approved, signed, and routed within two weeks of the start of the appointment.

Routing: (1) Share draft forms with **Dir. of Grants** for approval for routing. (2) **Dir. of Grants** will use HelloSign to route forms for signatures and send signed forms to **Payroll, Human Resources, and Post-Award**. **For course release requests**, send an electronic copy to the **Assistant Dean of Academic Affairs**.

Employee Name:		Employee ID:	
Is this a new appointment (Y/N):	Is this a GL change for existing appointment (Y/N):		
Grant or Award Name, Funding Agency, and Subaward Institution (if applicable):	***Review your approved budget and budget justification when making requests.		
Cost Object Number to be charged:	****Review your project budget cost object numbers in your Google Drive budget form.		
Is this request for course release (Y/N)?	If Course Release, Indicate Option A-Full Course Release Buy Out -OR- Option B-Adjunct Replacement Cost Only:		Type Option A or Option B
If Course Release, list the semester and number of courses (not number of credits) and % effort to be committed:	If Option B, list maximum pay rate available per credit for adjunct and list adjunct(s) teaching courses in notes:		
Is this request for summer effort and salary (Y/N)?	Rate of Pay (Indicate Institutional Base Rate, IBS – OR – Other stipend amount based on your approved budget):	Type IBS or indicate other stipend amount based on your approved budget	
Summer Effort (list the year and the number of month(s) or portion of a month to be committed):			Example: 2020, 1.5 months *See notes
Is this request for some other month(s) of effort and salary (Y/N):	Rate of Pay (Indicate Institutional Base Rate, IBS -OR- Other stipend amount based on your approved budget):	For academic year effort that is to be paid by grant that is not course release. Rate must be equal to or less than IBS.	
List the year, the month(s) or portion of month -OR- the percent payroll split and performance period (determined by grant start and end dates each year) -AND- % effort to be committed:	Unless academic year additional pay is approved by the funding agency, academic year effort paid by grants will decrease Doane salary proportionately. Institutional commitments must be decreased to allow for grant-related effort. See notes for example.		

For faculty and staff with more than one additional appointment, please list all appointments for the same year as this request in the notes on the next page.

Principal Investigator/Project Director: I understand that, as a grant awardee, I am responsible for monitoring my grant budget, adjusting work hours accordingly, and meeting the conditions of my award document, including time and effort contributions. I further understand that as a supervisor of hourly employees, I am required to verify the employee's hours worked on the monthly timecard.

PI/PD (print): Type In _____ **Date:** _____

PI/PD (sign): _____ **Date:** _____

Approval Signatures: Two approvers are required for all additions and changes to a faculty or staff appointment.

Department or Division Chair (print): Type In _____ **Date:** _____

Department or Division Chair (sign): _____ **Date:** _____

Dean or Provost (print): Type In _____ **Date:** _____

Dean or Provost (sign): _____ **Date:** _____

Include additional appointments and any notes about this appointment on the reverse side of this form.

NOTES (list all additional appointments and other information about the request):

Summer Effort: It will be assumed that summer effort will be distributed throughout the summer and payroll will be distributed accordingly. If summer effort will be concentrated to a particular time period, indicate this in the notes section and indicate when the effort should be paid. For example, indicate that 0.75 months of effort will be committed in June YYYY and payment should be made in June.

***Examples: Half of a month of academic year effort for a 9-month position is ~6% effort towards a project. This could be charged to the grant in one sum with a proportionate decrease in Doane-paid salary, or payroll could be split 94% (Doane)/ 6% (grant) over the course of the grant performance period. In all cases, care must be taken to estimate the effort an individual will commit towards a project to ensure that the payroll requested for the project does not exceed the percent effort spent on the project.

No individual may commit more than 100% institutional or summer effort or be compensated at a rate that would exceed their annualized institutional base salary. Communicate plan for payroll deductions with Human Resources and Payroll.