

# The University of Tennessee at Chattanooga

## Extra Service Pay Pre-Approval

**NOTE: This form applies to individuals seeking additional pay from sponsored project funds either (1) during the academic year for 9-month appointees or (2) anytime for 12-month appointees.**

Generally, salaries charged to sponsored projects should be in the form of summer salary for individuals working in May, June, or July – outside of their 9-month appointments. Alternately, grant funds should be used to release/re-assign faculty & staff from their typical duties for temporary work on a sponsored project during the academic year for 9-month appointees or anytime for those on 12-month appointments.

UT Fiscal Policy [FI0207](#) specifies certain conditions that must be met in order for extra service pay to be allowable for exempt staff, 12-month faculty, and/or 9-month faculty during the academic year from federal or federal flow-through funds. For non-federal sponsors, the institution has more discretion in considering special circumstances under which extra services pay may be approved. Please note that regardless of the source, all extra services compensation will be at the rate of pay reflected in the individual's Institutional Base Salary.

Regardless of the funding source, this form must be completed to document and secure pre-approval for extra services compensation sought within the individual's appointment period (i.e., the academic year for 9-month appointees or anytime for 12-month appointees). This form is not needed for 9-month faculty receiving summer salary.

### WHO IS SEEKING EXTRA SERVICES PAY?

Individual Seeking Approval for Extra Service Pay

Home Department

Appointment Type

### WHAT IS THE PROSPECTIVE FUNDING SOURCE FOR THE EXTRA SERVICES PAY?

Sponsor

Project Title

Lead PI

Lead Admin Unit (department administering the sponsored project)

R-Account (if established; put N/A if R account is not yet established)

### HOW DOES THE REQUEST FOR EXTRA SERVICES PAY ALIGN WITH POLICY?

Rationale for the Extra Services Pay – briefly explain the rationale for requesting extra services pay – i.e., discuss why summer salary or released / reassigned time is not practicable in this situation.

Specify how the request aligns with UT Policy (check all that apply):

- Individual seeking extra services pay is working in the equivalent of a “consulting” role and is not a listed in the proposal or budget in an Investigator or senior/key personnel role on the sponsored project.
- Individual seeking extra services pay is providing services across departmental lines (e.g., the individual seeking extra services compensation is in a different department from the sponsored project's lead admin unit).
- Extra services pay is specifically & directly listed in the proposed budget.
- Extra services pay was not included in the proposal budget but agency prior approval will be secured prior to the commencement of any duties for which extra services pay is being sought. **NOTE: Contact ORSP immediately if you need agency prior approval!**
- Extra services pay is being sought for work that is beyond the scope of the employee's normal job duties and functions.
- Extra services pay is being sought for work that will occur outside of the employee's normal working hours or, if during normal working hours, while the employee is on annual leave.

## SIGNATURES

- Extra services pay is included in the application at the time of proposal submission, and this form is being routed as part of the Cayuse approval packet. Certification / approval of the Cayuse proposal record signifies approval of the extra services pay as described in the proposal attached to the Cayuse entry.
- Extra services pay is being contemplated after proposal submission, and the electronic or ink signatures below reflect approval of UTC administrators, subject to prior approval from the sponsoring agency.

Individual seeking extra services compensation

Department Head of Individual seeking extra services compensation

Dean / Division Leader

***Send to your ORSP liaison to secure the VCR/designee review and signature.***

Vice Chancellor for Research or Designee