

Template

This statement provides the rationale and approval for academic year (*insert years*) supplemental salary for Dr. (*insert consulting faculty member's name*) for work for the (*insert project or program title for the grant to be charged the supplemental salary*) funded by the (*insert federal agency name*).

The federal cost principles for educational institutions (OMB Circular A-21) allow for extra compensation above the base salary during the academic year in unusual cases where

1) consultation is across departmental lines or involves a separate or remote operation, 2) the work performed is in addition to the faculty member's regular departmental load, and 3) the arrangements are specifically provided for by the sponsor.

1) Dr. (*insert consulting faculty member's name*) is (*insert Assistant or Associate as appropriate*) Professor in the Department of (*insert discipline name*) in the (*insert college or school name*.) Dr. (*insert name's*) scholarship and research (*insert short phrase that describes this faculty member's research, such as "examines the role of exercise and diet on health."*)

*(In a sentence or two, describe the overall purpose of the project or program to be charged the supplemental salary. Then, indicate what the faculty member's consulting role will be for the project or program. Another sentence might be necessary to clarify why this work crosses departmental or organizational lines and/or why the proposed activity is considered *separate* or different from the normal activity of the faculty member's home department.)*

Because the work of Dr. (*insert consulting faculty member name*) with the (*insert program name*) crosses departmental lines and is a separate operation in that it is not a regular part of the home department's activity nor *his/her* own scholarship, criterion 1) is satisfied.

2) *(Use this section to define the regular department load for teaching, research, and public service. Illustrate how this faculty member meets the norm. State that the consulting work is in addition to the regular load.)*

Dr. (*insert consulting faculty member's name*) maintains the normal department load in (*insert department name*), teaching (*insert #*) courses in the fall semester and (*insert **) in the spring. *She/he* maintains an active research program in *her/his* own area of scholarship. *She/he* fulfills the public service obligation (*as assistant department chair, committee member, or whatever is appropriate*). Because Dr. (*insert consulting faculty member's name*) work with the (*insert project or program name*) is in addition to her regular department responsibilities, criterion 2) is satisfied.

3) The (*insert project or program period and name*) proposal budget justification contains the statement that Dr. (*insert consulting faculty member's name*) pay (*insert in parentheses amount of pay requested from federal sponsor*) for *her/his* work on the (*insert project or*

program name) "may be paid as summer pay or supplemental pay during the academic year."
(Use a direct quote from the proposal budget justification.) Grant award notification number
(*insert grantee's award number*), (*insert item #*) -- terms and conditions of award -- states that
[*insert appropriate statement, e.g., "the recipient's application (proposal) is incorporated in
the grant agreement."*] This satisfies criterion 3).

_____/_____
(Insert Consulting Faculty Member's Dean's Name and College/School