

UTEP Supplemental Pay Request (SAR Form) for Intra-University Consultant Fees on Contracts/Grants Policy

In accordance with Office of Management and Budget (OMB) 2 CFR Parts 200, Subpart E “Cost Principles for Educational Institutions”, §200.430 (h) (3): Intra Institution of Higher Education (IHE) consulting by faculty is assumed to be undertaken as an IHE obligation requiring no compensation in addition to IBS. However, in unusual cases where consultation is across departmental lines or involves a separate or remote operation, and the work performed by the faculty member is in addition to his or her regular responsibilities, any charges for such work representing additional compensation above IBS are allowable provided that such consulting arrangements are specifically provided for in the Federal award or approved in writing by the Federal awarding agency.

The University of Texas at El Paso (UTEP) has elected to apply the above referenced CFR to all sponsored projects, regardless if Federal or non-federal funding source.

SAR forms are used to request supplemental pay for UTEP faculty and staff. Teaching and Administrative overload supplemental pay is not allowable on sponsored projects. In most cases, supplement costs/expenses for A&P and/or classified staff are the responsibility of the University. In some cases where administrative and teaching costs are allowable as a direct cost to a contract or grant, those salary costs are payable through assignment only.

SAR forms must be submitted prior to the performance period of the individual’s performance of services. Timely submission of the requests is required and will avoid delays in payment or compensation. Use of the SAR forms are never appropriate to obtain approval to compensate student employees for participation on projects or other type of work performed. (see Note 1 below)

In rare cases, where a certain expertise or service can be rendered by a full time UTEP faculty member (see Note 2) the SAR form must be used, and in essence, the SAR becomes an Intra-University Consultant form. In order to allow intra-university consultation or services cost to be charged to a sponsored project, request must meet the following minimum regulatory requirements:

- Must be at a minimum across departmental lines
- Must be outside of regular duty hours
- Must be outside of regular scope of work
- Must be short term
- Must be proportioned to individuals annual rate
- Must not be in lieu of budgeted pay

Once the above requirements have been met, a SAR (aka intra university consultant request forms) must be submitted for review and approval for available funds and allowability under a sponsored project. The services to be rendered must be justified in appropriate part of the form, must be related to the activities of the sponsored project, be prudent and in most cases, must be included in the sponsored project's agency approved budget as an expense and requirement.

Note 1: In rare cases when staff/students/faculty are not actually performing work, but are eligible for a participation incentive, the SAR form may be used in lieu of assignments

Note 2: In rare cases, Post Doctoral Fellows, faculty with administrative titles, or other research capable individuals with annual contracts (12 months 1 FTE) providing special lectures, workshops, or other short term work that meet the regulatory requirements above, may be eligible to receive intra-university consultant payments.