



OLD DOMINION UNIVERSITY

Research Foundation

Supplemental Compensation Authorization Form
Faculty - Extra Compensation

Table with 2 columns: Name, UIN; ODU Work Title, ODU Work Schedule (days and times); ODU Hourly Rate, Contract Type, Are the RF work hours outside of your ODU schedule?, Is the scope of work outside your duties with ODU?

Justification for Payment: Note: Faculty overload justification must comply with ODU Policy – Extra Compensation, and also address the elements below as defined in 2 CFR 200.430\*

Certification: Your signature below certifies that the aforementioned guidelines have been followed and that you understand that any breach of the guidelines may result in corrective action with the University and Research Foundation, up to and including termination.

Please describe the scope of work to be conducted for ODU Research Foundation:

Describe in detail your regular ODU duties and how this work is separate from your regular job requirements:

Describe in detail how the work is across departmental lines, or involves a separate or remote operation:

RF Project #, Period of Performance (dates and # hours per week), Wage Budget (do not exceed ODU rate)

Approvals: Follow number order.

1. Employee Signature

5. Chair Signature

2. PI Signature

6. Dean Signature

3. RF HR Director Signature

7. Academic Affairs Signature

4. GCA Signature

8. RF Executive Director Signature

\*Note for Faculty Supplemental Payments:

2 CFR 200.430 states: [Intra-university] consulting by faculty is assumed to be undertaken as an...obligation requiring no compensation in addition to IBS [Institutional Base Salary]. 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.