

 Research & Sponsored Programs UNIVERSITY OF DENVER	Office of Research and Sponsored Programs Policy Manual Overload Compensation
Supersedes Document Dated: 11/1/2003; 3/1/2020; 7/1/2023; 10/24/2023	Policy Number: ORSP-06
Recommended By: Senior Vice Chancellor for Business and Financial Affairs; Vice Provost for University Budget, Planning and Administration; Director of Sponsored Program Administration Approved By: Senior Vice Provost for Research and Graduate Education	Effective Date: 1/1/2026

1. PURPOSE

To clarify circumstances whereby tenured and tenure-track faculty or departmental staff may receive supplemental compensation for effort expended on externally funded sponsored programs.

2. DEFINITIONS

- 2.1. **Faculty** is a person appointed to employment by the University to fulfill teaching and/or scholarly activities. Appointment is classified in the [Policies and Procedures Relating to Faculty Appointment, Promotion and Tenure](#).
- 2.2. **Principal Investigator** is the University employee that leads an externally funded program or project and is responsible for the proper conduct of research or other activity described in the proposal, grant, contract or other instrument of agreement.
- 2.3. **Institutional Base Salary (IBS)** means salary paid to a person appointed to employment at the University for performance of all professional obligations required by the individual's professional appointment. These professional obligations may include research, scholarship, teaching, service activities, creative works, and the Regular Department Load and are identified in the individual's position description.
- 2.4. **Overload Compensation** is non-benefited hourly additional pay beyond the Institutional Base Salary paid to an employee. This supplemental compensation is paid at a regular non-overtime rate. Overload Compensation is subject to the [Staff Additional Pay Policy \(HRIC 5.10.020\)](#) for duties above and beyond the IBS.
- 2.5. **Regular Departmental Load** are the obligations of the employee outlined in the employee's position description and include research, scholarship, teaching, service activities, creative works, academic committee work, student advising and other assigned administrative work in furtherance of a department's duties.

3. POLICY

- 3.1. This policy applies to full-time staff and twelve (12) month Faculty, actively engaged in Sponsored Programs.

- 3.2. On rare occasions Overload Compensation may be permitted, in general Sponsored Program funding should not be utilized for Overload Compensation, federal agencies prefer that course buyout be utilized in the place of Overload Compensation.
- 3.3. Where effort towards a Sponsored Program or project exceeds that of the Regular Department Load, the department should utilize external funds to cover the cost of course buyout.
- 3.4. Overload Compensation may only be utilized when course buyout is not appropriate. Overload Compensation is not used for summer salary, reference the summer salary policy for summer salary.
- 3.5. A Faculty or staff may only receive Overload Compensation if all the following conditions are met, in addition to the select criteria in sections 3.6 and 3.7 below:
 - 3.5.1. The employee provides support to an externally funded research program or project that is performed in addition to their Regular Department Load.
 - 3.5.2. The Principal Investigator has specific approval in writing from the external entity authorizing Overload Compensation, this includes the approved budget.
 - 3.5.3. Funds are available on an external award and are expressly included in the program or projects budget for the purpose of Overload Compensation.
 - 3.5.4. The Overload Compensation is approved by the Department Chair/Director and the Dean.
- 3.6. A full-time staff member providing support to an externally funded research program or project that is performed in addition to their Regular Departmental Load is eligible for Overload Compensation, if all criteria in section 3.5 are met.
- 3.7. A twelve (12) month Faculty engaged in a Sponsored Program that is performed in addition to their Regular Departmental Load is eligible for Overload Compensation, if all criteria in section 3.5 are met. Nine (9) and ten (10) month Faculty are ineligible for Overload Compensation.
- 3.8. Overload Compensation, if approved, may not exceed twenty percent (20%) of the employee's IBS during the employee's period of employment with the University. Overload Compensation is paid at a regular non-benefited, non-overtime rate. The employee will be paid the IBS equivalent of up to one (1) additional day of work per week.
- 3.9. Overload Compensation is not permitted during any period in which the Faculty devotes the entirety of their efforts to the Sponsored Program and is not otherwise engaged in Regular Departmental Load.
- 3.10. All efforts of the employee, both regular and overload, will be documented and properly certified.

4. RESOURCES

- 4.1. [Compensation—Personal Services - 2 CFR 200.430](#)
- 4.2. [Staff Additional Pay Policy - HRIC 5.10.020](#)