

ADDENDUM TO INSTRUCTIONS – EXTRA COMPENSATION FORM

ADDITIONAL INSTRUCTIONS

RE: PAYMENT FROM SPONSORED PROJECT FUNDS

The allowability of extra compensation from sponsored project funds will be determined in accordance with OMB Circular A-21, *Cost Principles for Educational Institutions*, award terms and conditions, and/or sponsor policies as applicable. The approval of the Office of Research Support and Sponsored Programs (RSSP) is required in addition to the signatures on the Extra Compensation Form. The format (e-mail is preferred) must be as follows:

- a) Name of employee to be compensated for extra work.
- b) Project title and cost center number where compensation charges will be posted.
- c) Reason employee was needed for extra effort and short description of work provided.
- d) Time period employee worked (can be described as ‘from month “x” to month “y” of year____, or can be specific dates MM/DD/YY to MM/DD/YY).
- e) A statement that work was performed across departmental lines or involves a separate or remote operation, and the work performed is in addition to the employee’s regular departmental load.
- f) A statement that the extra compensation is specifically provided for in the agreement or approved in writing by the sponsoring agency.

The Project Director must indicate “approved” and forward e-mail to RSSP (<mailto:rsspdir@uark.edu>). Questions and requests for assistance should be directed to the Postaward Administrator (BASIS Administrative Consultant).

The Postaward Administrator will review this information and authorize the expense to the grant by indicating “approved” in the body of the e-mail, then forward to Shannon Phillips, in Human Resources (slolive@uark.edu), to initiate BASIS entry.

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