

Faculty members are encouraged to contact DSR during the developmental stage of the proposal if they are planning to include funds for additional compensation in their budget so that it can be determined whether it is allowable under sponsored guidelines.

* Renumbered from DSR 02-01.

JUSTIFICATION FOR ADDITIONAL COMPENSATION

(Dual compensation)

FAU Pre-Award Approval Form

Project Title: _____

Principal Investigator: _____

List the name of the FAU employee for whom the request is being made, their department, the amount of the additional compensation proposed, and the time period during which the additional compensation pay will be earned. Please use a separate for each employee.

NAME	DEPT	% EFFORT OVER 1.0 FTE

The University will only allow additional compensation if it is clearly indicated in the budget and approved by the sponsoring agency. In addition, ALL of the following conditions must be met:

- | Yes | No | |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The activity for which additional compensation is being requested does not conflict with normal, total responsibilities to FAU for teaching, research, public services and committee and administrative duties. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The work involved will be in addition to an employee's regular workload and does not involve release time. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The additional responsibilities are to be performed for a department, center, or academic unit other than the employee's assigned department or involve a separate function or physically remote location. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The additional responsibilities, together with the employee's normal responsibilities, do not exceed the maximum allowed by University policy. (See the Academic Affairs Faculty Handbook) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Provisions for dual compensation comply with university policy. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The additional compensation is explicitly stated in the proposal budget. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. The rate of pay is consistent with the employee's base salary. |

Justification: (Explain why dual compensation is necessary to complete the proposed tasks)

I have read the above and agree that all conditions have been met and support the request for additional compensation.

Principal Investigator Date

Chair/Director Date

Dean or Administrator Date