

Applicability

This document defines Institutional Base Salary and its use in estimating, accumulating, and reporting salary charges to sponsored projects. It applies to externally funded projects administered by The Research Foundation for SUNY at Binghamton University.

Background

Federal regulations permit salary and wage charges to sponsored awards as long as:

- total employee compensation conforms to Binghamton University policy, and
- charges for work in direct performance of the sponsored project.

Failure to comply with federal regulations and/or university policies when proposing or charging salaries could result in expenditure disallowances and financial penalties.

Definition

Institutional Base Salary (IBS) is the annual salary paid to an individual for performance of all professional obligations required by the individual's primary Binghamton University appointment. These professional obligations may include research, teaching, administrative functions, and/or other service activities and are generally identified in the individual's appointment or reappointment letter. IBS excludes any income that an individual is permitted to earn outside of duties performed as part his/her primary Binghamton University appointment including extra service and also receives.

Charges to Sponsored Programs

An externally funded sponsored program administered by The Research Foundation may only be charged for the portion of IBS attributed to actual effort expended on that grant or contract. Salary costs included in a sponsored project proposal or charged to a sponsored project are calculated by multiplying the IBS times the percent of effort expended on the particular sponsored project. In cases where the IBS exceeds the applicable federal salary cap or sponsor limitation, the salary cap or limit amount is used instead of the IBS to calculate salary costs. When preparing proposals for multiple years, future years' IBS will be estimated based on salary increases in applicable collective bargaining agreements, the RF's Salary Plan, or a reasonable estimate when actuals have not been determined.

Summer salary may be paid to an individual on an academic or college year appointment for their research obligations performed during the summer months. Summer salary is calculated based on the IBS and can only be charged to a sponsored project in proportion to the effort expended on the particular project during the summer months.

Contact

Any questions regarding this information should be directed to the Office of Sponsored Funds Administration, x7-6752.