Plymouth State University- Office of Sponsored Programs  
Policy for Faculty Institutional Base Salary

**Institutional Base Salary (IBS)**

*Salary basis-* Charges for work performed on sponsored projects by faculty members during the academic year are allowable at the IBS rate. IBS is defined as the annual compensation paid by Plymouth State University for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. IBS excludes any administrative stipends and income that an individual earns outside of duties performed for Plymouth State University. Unless there is prior written approval by Plymouth State University and the awarding sponsor, charges of a faculty member's salary to an award must not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award.

**Periods outside the academic year**- Charges for work performed by faculty members on awards during periods not included in the base salary period *(normally referred to as summer salary)* will be at a rate not in excess of the IBS.

**Activities Included in IBS**

Activities and work included in IBS for individual faculty should be determined based on the collective guidance of the Faculty Workbook, Annual Work Plans and any other applicable appointment letters, agreements, contractual or otherwise in writing.

The Plymouth State University [Faculty Handbook](#) broadly defines faculty responsibilities by appointment type. Within the broader categories of teaching, scholarship, and service, *research* is generally considered a function within the scholarship requirement. The individual annual Work Plan of each faculty member along with appointment letters and any other applicable agreements or contractual documents further define responsibilities and expectations within both the broader categories and their constituent functions.

**Supplemental or Additional Pay**

Supplemental pay or Additional pay is defined as pay beyond a faculty member’s IBS, excepting for periods outside of the academic year. Determination for the allowability of supplemental or additional pay is governed by federal, USNH, and Plymouth State University guidelines and always requires prior written approval by both PSU and the sponsor. Circumstances where supplemental or additional pay may be considered include:

*Intra-Institution Consulting*- Intra-Institution consulting by faculty is assumed to be undertaken as a Plymouth State University obligation requiring no compensation in addition to IBS. 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, charges for such work representing additional compensation above IBS may be allowable if conditions 1-3 below are met.

*Incidental Activities*

Incidental activities may be exclusive of IBS in unusual and rare cases, and may be allowable if conditions 1-3 below are met.

*Extra Service Pay*- Extra service pay normally represents overload compensation, subject to institutional compensation policies for services above and beyond IBS. Where extra service pay is a result of Intra-Institution consulting at Plymouth State University, it is subject to the requirements above, and may be allowable if conditions 1-3 below are met.

1. Receive prior approval in writing by authorizing officials at Plymouth State University, including Dept. Chair, Dean/Director, Provost, and Vice Provost for Research & Engagement, using the required [Additional/Supplemental Pay Approval Form](#). Requests made after work has been done will not be approved.
2. Are specifically provided for in the award or approved in writing by the awarding sponsor.
3. The supplemental amount paid is commensurate with the IBS rate of pay and the amount of additional work performed.