

Policy on SIT Faculty Participation in Sponsored Programs

Responsible Executive	Dean of Faculty
Responsible Party	Director, Office of Research and Sponsored Programs
Approval / Signature	Academic Affairs Committee
Pertinent Dates	Approved: 29 June 2022 Review Date: 2024
Related Policies	2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Timesheet Policy Compensation Policy
Audience & Applicability	SIT Faculty worldwide

POLICY

1. Purpose

To provide guidance to faculty and staff on involvement in sponsored programs, including compensation, which follow U.S. Government regulations on sponsored programs (2 CFR 200 Uniform Guidance).

2. Policy Statement

Faculty Participation in Sponsored Programs

Faculty are encouraged to participate in sponsored programs as part of their existing responsibilities and with permission of the Office of the Dean of the Faculty. Except in very limited pre-approved circumstances, faculty members are not permitted to charge 100% of their time to sponsored programs.

To ensure compliance with relevant regulations and procedures, Faculty who are interested in pursuing sponsored programs, or who are approached to participate in sponsored programs, including through World Learning's Global Development and Exchange Programs, must notify and consult with the Director of the Office of Research and Sponsored Programs, their supervisor, and the Office of the Dean of Faculty.

Faculty Based Outside the U.S.

Faculty employed through a local World Learning or SIT Study Abroad affiliate or partner may be subject local to employment laws or other regulations associated with World Learning's local registration. As such, decisions regarding sponsored program participation by faculty not employed by World Learning/SIT in the United States should be performed in consultation with Human Resources.

Sponsor Program Funding and Release from Existing Responsibilities

Faculty seeking a release from teaching or other responsibilities to focus on the work of a sponsored program must ensure that the anticipated level of effort in support of the sponsored program is commensurate with the level of effort for responsibilities being released. Faculty must discuss and receive approval for any release from the Office of the Dean of the Faculty prior to sponsored program grant submission, or as soon as possible after the faculty member is aware of the opportunity to work on a sponsored program.

Faculty Compensation from Sponsored Programs

World Learning/SIT policy regarding personnel compensation from grants and sponsored projects is governed by U.S. Government rules and regulations contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200). Individual faculty research grants from USG sources are also governed by 2 CFR 200 and other regulations, terms and conditions that may be dictated by the sponsor.

It is World Learning/SIT policy that faculty salary charges to sponsored programs are based on a faculty member's Institutional Base Salary (IBS) . Amounts budgeted and charged for work performed on sponsored programs must be based on a faculty member's IBS rate, subject to any salary caps or other, applicable limitations imposed by the sponsor.

IBS may not be increased as a result of replacing World Learning/SIT salary funds with sponsored program funds. Salary charges to sponsored programs shall not exceed the proportionate share of a faculty member's IBS for the period the faculty member worked on the sponsored program. Such share will be determined based on documented, accurate records of time spent supporting particular sponsored programs (see below, Post Award Procedures – Timesheets).

Overload/Extra Service Pay from Sponsored Programs

Except in extraordinary circumstances, sponsored program funds may not be used to provide overload/extra service pay to faculty.

- If a release from existing responsibilities is not possible, the Dean of Faculty in consultation with HR will determine whether the responsibilities assumed by a faculty member under a sponsored program fall within the terms of their appointment letter and are thus included in Institutional Base Salary or whether the additional responsibility is eligible for overload/extra service pay.
- Faculty may use vacation time to undertake short-term consultancies, and may receive overload/extra service pay at the IBS rate upon approval of the sponsor.

Overload/Extra Service pay is subject to the prior approval of the sponsor, and such approval must be sought and obtained before World Learning/SIT makes any commitment to faculty. If sponsor approval is obtained, overload/extra service pay is allowable at the IBS rate and shall be determined based on documented, accurate records of time spent supporting particular sponsored programs (see below, Post Award Procedures – Timesheets).

3. Definitions

Sponsored Program is defined as any program, project, activity, or research which has a defined scope of work, set of objectives, deliverables, and specific period of performance; and is funded by an external entity or organization.

Faculty status is defined by the World Learning Inc. Human Resources Manual – Section 401.

4. Procedures

Post Award Procedures - Timesheets

Faculty engaged in sponsored programs are required to document and report all time using the World Learning/SIT timesheet system. The Director of Office of Research and Sponsored Programs will submit a request to the DVP of Finance, GDE to add specific faculty to the timesheet system. Faculty are required to undergo training and complete their timesheets truthfully and accurately once added.

5. Exceptions

6. Forms

7. Contact Information

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