

Charging Supplemental Compensation to Sponsored Awards

Regardless of the funding source supplemental compensation may be considered with departmental and/or divisional approval. Certain conditions require special consideration and possible limitations in determining allowable personnel compensation costs under Federal awards. Charges to Federal awards may include reasonable amounts for activities contributing and directly related to work under an agreement.

For supplemental compensation to be considered an allowable charge to sponsored funding the below criteria must be met:

- Reflected in the approved budget or
- Prior approval obtained from granting agency as required by each grantor's policy; and at a rate not to exceed the Institutional Base Salary (IBS)

JHU policy Institutional Base Salary (IBS) and Supplemental Payments:

https://policies.jhu.edu/?event=render&categoryId=779&policyId=32076&fileId=policy_32076.pdf&_0.12204160053

The information below is required to be completed and retained by the department prior to the ISR Supplemental Payment request:

Name: _____ PRNR: _____

Period of Performance - Start Date: _____ End Date: _____

Institutional Base Salary (IBS): \$ _____

Or Hourly Rate: _____ Number of Hours Worked: _____

Supplemental Amount: \$ _____

Description of Service Provided: _____

Reflected in Approved Budget/Written Prior Approval or Agency Waiver of Prior Approval:

_____ Yes
_____ No

Explanation: _____

Signature: _____ Date: _____