

**University of Puerto Rico Comprehensive Cancer Center  
Supplemental Compensation Policy**

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**A. PURPOSE**

The purpose of this policy is to define the Research Supplemental Compensation Program for researchers managing grants and contracts in the University of Puerto Rico Comprehensive Cancer Center (UPR-CCC) and describe the process for establishing and maintaining a fair and equitable program for all researchers with external funding through UPR-CCC. The goals of the Research Supplemental Compensation Program include attracting and retaining more competitive and prolific researchers who will conduct projects during the UPR-CCC's calendar year, as part of their regular workload; providing a tangible reward for faculty who are active in funded research or grant-seeking efforts, thus encouraging continued participation in the funded research and grant enterprise; encouraging previously inactive faculty to conduct funded research and write grants, thus increasing the number of faculty involved in externally funded projects; and, increasing external funding to desired levels in accordance with institutional goals.

**B. SCOPE**

This policy covers all grants, contracts, subawards or cooperative agreement funded by a government agency, private industry, foundation or individual that reimburses salary compensation for the Researcher, as defined in this Policy, commensurate to the time and effort committed to the Project/Program. To be eligible for the program, a grant or contract may not include provisions for voluntary cost sharing or voluntary in-kind matching.

**C. APPLICABILITY**

This policy applies to all Researchers in the UPR-CCC supervising or participating in a grant, contract, subaward or cooperative agreement funded by a government agency, private industry, foundation or individual that reimburses salary compensation commensurate to the time and effort committed to the Project/Program.

#### **D. DEFINITIONS:**

**Research Supplemental Compensation** – An amount paid to a Researcher for performing specific duties related to externally funded programs, also referred to as a differential. These supplements are temporary and paid from institutional accounts. The amount of the supplement is determined according to the amount of funding approved by the Sponsor for salary support. This supplement will be paid on a monthly basis for the duration of the project. This supplement is not part of the institutional base salary of the Researcher.

**Researcher** – Includes the Principal Investigator, Co-Principal Investigator, Project Director, Program Director, Scientist, Investigator, Researcher, or Collaborator of a sponsored program or project, any other person with similar roles and duties, and that is either responsible for supervising, executing or participating in an externally sponsored program or project.

**Institutional Base Salary (IBS)** – Annual remuneration that the UPR-CCC or other institution in collaborative agreement with the UPR-CCC, pays to faculty Researchers for the individual's total professional effort (100%), independently of whether his/her time is devoted to teaching, research, administration, creative activity, service, clinical activities, other activities and/or a combination of these, and in conformity with the provisions and general rules of the UPR-CCC and other institutions with collaborative agreements with the UPR-CCC. IBS excludes one time payments, differentials, incentives or bonuses (not involving time and effort), additional compensation based on work overload, non-recurrent incidental work, or additional summer work (i.e. summer salaries when the academic year is less than 12 months in institutions with collaborative agreements with the UPR-CCC) and any income that an individual is permitted to earn outside of their duties with the UPR-CCC and other institutions in collaborative agreements with the UPR-CCC.

**Total Professional Effort (TPE)** – Time devoted by a Researcher in which his/her effort is expressed as a percentage. This effort which includes activities for which an individual receives UPR-CCC remuneration and/or work performed in other institutions with collaborative agreements with the UPR-CCC includes work performed on sponsored projects, whether reimbursed by a sponsor or UPR-CCC funded. The percent of the Researcher in any case will not exceed 100%. The term for the Total Professional Effort at UPR-CCC is defined as 12 calendar months or the term defined at the researcher's primary institution.

**Sponsored Program/Project (SPP)** – An activity supported by external sources to the UPR-CCC, which is separately funded, accounted, and governed by specific terms and conditions of the sponsoring entity. Programs or Projects can be in the form of grants, contracts or cooperative agreements for research, service, training or the acquisition of equipment.

**Research Supplemental Compensation Program (RSCP)** – Institutional program in which the UPR-CCC compensates a Researcher for specific duties related to a sponsored program or project.

**Calendar Year** - The term in which UPR-CCC divides its annual regular workload.

## **E. RESPONSIBILITIES**

**Researcher:** Complete *Research Supplemental Compensation Request Form* according to the procedures outlined in this policy. The form must be signed by the Principal Investigator or Program Director, as well as the Researcher's immediate supervisor or Division Director. The form must be submitted to the Office of Sponsored Programs.

**Office of Sponsored Programs:** Evaluate and verify the Research Supplemental Compensation Request for accuracy and forward forms to Finance Department.

**Finance Department:** Certifies availability of funds and forwards request to Executive Director for final approval or denial of request.

**Executive Director:** evaluates the request and supporting certifications and, approves or denies the incentive supplement request.

## **F. POLICY**

With the purpose of attracting and retaining more competitive and productive investigators to conduct research and other service-oriented projects for prevention and education at UPR-CCC, as well as increasing external funding to desired levels in accordance with institutional goals, Researchers may receive a **supplemental compensation consistent with the effort in a sponsored program or project, the salary support costs recovered sponsored programs/projects, and his/her IBS**, provided that:

- The Researcher complies with all commitments incurred with the sponsored project, the sponsoring entity, as well as complying with all institutional (CCC-UPR) processes, regulations and policies.
- The grant or contract may not include provisions for voluntary cost sharing or voluntary in-kind matching. No-cost extensions are ineligible as well.

- The external sponsor must provide the maximum F&A allowed by the sponsor's formal policy.
- The sponsor that pays the corresponding part of the SBI of the Researcher must not have norms or policies that prevent the payment of the supplement to the eligible Researcher.

The Research Supplemental Compensation will correspond to 50% of the funds allocated for the salary support in the approved sponsored program budget, as evidenced in the Notice of Award or Contract, up to a maximum of 50% of his/her IBS. The remaining 50% of the funds allocated for salary support will be used by the CCC to subsidize the Researcher's IBS.

The Research Supplemental Compensation will be paid on a monthly basis. These supplements are temporary and are paid commensurately to the amount of funding approved in the Notice of Award for salary support in the project. The UPR-CCC reserves the right to terminate or suspend the Research Supplemental Compensation should the recipient cease to meet the eligibility criteria. It also reserves the right to recover supplements paid out on the basis of fraudulent or inaccurate information, or in error.

In the case of collaborative efforts, the Research Supplemental Compensation will be calculated from the costs recovered by UPR-CCC only. When a project has multiple Researchers and the program budget does not allocate salary support funds amongst them, the Research Supplemental Compensation will be distributed according to an agreed-on division among the PI/PDs.

As a result of this Policy, the applicable federal costing principles and regulations and the terms and conditions of sponsoring entities and/or the restrictions of the funding source, the researcher's IBS may not be increased as a result of replacing organizational salary funds with funding from external entities received for the faculty's percent effort devoted to a specific sponsored project. Furthermore, unless there is prior approval by the Sponsor, charges of a Researcher's salary to an award must not exceed the proportionate share of the IBS for the period during which the Researcher worked on the award. It is also provided that the current definition of IBS does not modify the standards to determine salary for the purpose of the 401K contributions or the payment of excess accumulated amounts of ordinary licenses, nor the payments made in cases of separation of an employee from service due to retirement, resignation, dismissal, or death. Research Supplemental Compensation is not part of the base salary of the Researcher.

## **G. PROCEDURES:**

The award of this compensation is discretionary and is contingent on availability of funds and the fiscal situation of the UPR-CCC. The corresponding procedure must be followed to justify the eligibility for the Supplemental Compensation:

#### 1. Supplement Compensation Request

The Researcher must complete of the Research Supplemental Compensation Form and submit the same prior to the start of the Project and annually upon renewal of the Project Budget, with the following supporting documentation:

- a. Abstract or Project Summary of the sponsored program or project conducted;
- b. Evidence of date submission of required reports according to agency's deadline;
- c. Copy of the Internal Transmittal Form signed by all parties;
- d. Copy of the approved Notice of Award or contract;
- e. Copy of approved sponsored program budget.


Deliver the form and supporting documentation to the Director of Sponsored Programs for evaluation.

#### 2. Supplemental Compensation Approval

- a. The Office of Sponsored Program Director will verify the Research Supplemental Compensation Request Form against the sponsored program information on file.
- b. The OSP Director validates the information and forwards the request to the Director of the Finance Department for certification of availability of funds.
- c. The Executive Director evaluates the request and supporting certifications and, approves or denies the supplement request. The Executive Director may deny the Request based on failure to comply with the requirements established herein, as well as the fiscal situation of the UPR-CCC and the availability of funds in the UPR-CCC budget.
- d. The request is submitted for approval by the pertinent government entities, as may be required.
- e. The Researcher is notified of the request outcome, via letter.
- f. The Researcher has the right to appeal such decision in writing to the Executive Director within 14 calendar days of receiving notification of the outcome of the request. The Executive Director shall evaluate the appeal and issue a decision, which shall be final and not subject to further appeal.

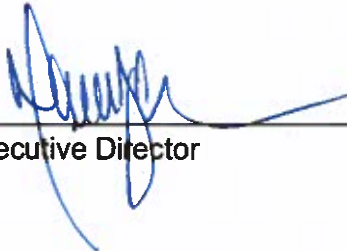
The Supplemental Compensation will be awarded on a prospective basis only after approval by the Executive Director and compliance with all the requirements established in this Policy. The Researcher is responsible for submitting a Request every year upon approval of the Project budget for the next applicable period in order to continue being eligible to receive the Supplemental Compensation. Approval of the Supplemental Compensation for one particular period does not guarantee that the same will be approved during subsequent periods of the same Project.

This policy is recommended by the Research and Education Support Division Director on:

  
\_\_\_\_\_  
Research & Education Support  
Division Director

Date: 06/21/2021

This policy is approved by the UPRCCC's Executive Director on:

  
\_\_\_\_\_  
Executive Director

Date: 6/21/21

**Division of Research and Education Support**  
Office of Sponsored Programs  
**Research Supplemental Compensation Request Form**

PI Name: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Department/Division Director (Signature): \_\_\_\_\_

Email: \_\_\_\_\_

Proposal title: \_\_\_\_\_

Project Period: \_\_\_\_\_

Estimated Funding Request Amount (Specify Direct or Total costs): \_\_\_\_\_

Required documents:

- Abstract or Project Summary of the sponsored program or project conducted
- Evidence of date submission of required reports according to sponsor's deadline
- Copy of Internal Transmittal Form signed by all parties
- Copy of the approved Notice of Award or contract
- Copy of approved sponsored program budget

Requestor Name: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The request form and required documents must be submitted to the Office of Sponsored Programs by email ([progsub.ccc@upr.edu](mailto:progsub.ccc@upr.edu)). Applicants may submit additional supporting documents if desired.