



**Effective:** 02-13-2024

**Last Revised:** 02-13-2024

**Responsible University Administrator:**

Associate Vice Chancellor for Research and Creative Activity

**Responsible University Office:**

Office of Research & Creative Activity; Office of Sponsored Programs

**Policy Contact:**

OSP Director • unosponpro@unomaha.edu

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## Institutional Base Salary Policy

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### **Scope**

This policy applies to all individuals whose salary or any other compensation is charged to sponsored projects, in whole or in part, and who have committed effort to a sponsored project, or if their salary is paid from UNO sources or funds and constitutes voluntary or mandatory committed cost sharing. Adherence to this policy is the responsibility of all UNO university personnel involved in proposing

guidelines by using an Institutional Base Salary (IBS) for purposes of all compensation requests, expenditures, and commitments on all sponsored projects.

(NIH) allows applicants to request cost-of-living increases in accordance with institutional policy, NIH typically eliminates such increases from awarded budgets.

3. In conformance with federal regulations, UNO IBS can be charged to sponsored awards if the IBS is properly allocated to the project and certified in accordance with UNO's PVS policy. The PVS process ensures UNO maintains records that accurately reflect the work performed and that are supported by internal controls which provided reasonable assurance that the compensation charges are allowable, reasonable, consistently applied, and properly allocated.

### **Reason for Policy**

The purpose of this policy is to establish UNO's definition of IBS for the purposes of sponsored projects. The federal government requires recipients of federal funding to establish an institutional policy that documents the basis for all budgeting and expensing of salaries on sponsored projects, and requires that all such costs be treated consistently regardless of source of funds,

support salary, wage, and benefit charges to federal, federal pass-through, and cost share awards. One report is generated for each project three times per year, listing all employees assigned to it.

**Individual:** An Individual is any UNO employee who has payroll charges (whether paid by the Sponsor or cost shared) on a Sponsored Project.

**Systems Applications and Products in Data Processing (SAP):** SAP is the UNO software that integrates all the business functions of UNO. This is where all appointment, salary, and FTE is stored.

**Sponsors:** Entities including, federal, state, local, industry, and private that provide awards to fund Sponsored Projects at UNO.

**Sponsored Projects:** A Sponsored Project is an externally-funded financial award governed by specific terms and conditions established in a written agreement between the sponsor and UNO for the purposes such as research, instruction, training, public service or other scholarly activities.

### Additional Contacts

Subject	Contact	Phone & Email	Additional Contact Information
Pre-Award Activities	Assigned Grants Coordinator	<a href="tel:402.554.2286">402.554.2286</a> <a href="mailto:unosponpro@unomaha.edu">unosponpro@unomaha.edu</a>	

marital status, and/or political affiliation in its programs, activities,  
or employment.