**Purpose:** This document provides guidance and policy to Duke University research investigators and administrative staff to provide salary information for the preparation of budgets to external sponsors.

**Policy:** Institutional Base Salary (IBS) shall be used for preparing all budgets in the Sponsored Projects System (SPS) for external sponsors. When requesting salary support associated with effort on a sponsored project, the salary must be based on the individual’s IBS. The IBS multiplied by the effort will determine the appropriate dollars to request from the sponsor or assigned to cost sharing sources.

Sponsors may impose a salary rate cap, limiting the amount of salary that can be directly charged to a sponsored project. To ensure accurate cost sharing information, the IBS is listed on the proposal with the amount above the stated cap assigned to cost sharing sources. Research investigators and administrators should read the sponsor's proposal guidelines for assistance.

The Owning Org of the **employee** is responsible for providing the IBS to the Organizational Unit preparing the proposal.

The Owning Org of the **proposal** is responsible for requesting the IBS for individuals outside of the department/center/institute.

**Procedure:**

1. The Owning Org of the SPS **proposal** will complete the Requesting portion of the Employee Salary Request Form and forward to the Salary Single Point of Contact (SSPOC) (or delegate) of the employee's department/center/institute.
2. The Owning Org SSPOC of the **employee** will provide the current IBS of the individual and return to the requestor. The completed request will be returned within two business days.
3. The **proposal** Owning Org will use the stated IBS rate, adjusting for inflation based on the project performance period. The Owning Org of the **proposal** is also responsible for ensuring appropriate cost sharing is included in the proposal if the sponsor imposes a salary cap.
4. The **employee** Owning Org will review the IBS information when the SPS proposal is electronically routed for review. The IBS should match the information previously provided on the Employee Salary Request Form. If the salary does not match OR if the salary is not appropriately cost shared for sponsors that impose a salary cap OR if the salary is not appropriately escalated for inflation, the **employee** Owning Org should return the SPS proposal to the **proposal** Owning Org for correction. A reason for return comment must be provided in SPS.
5. Exceptions to this procedure require written approval from the Director of the Pre-Award Office (ORA or ORS).
**Definitions:**

**Institutional Base Salary (IBS):** The annual compensation paid by Duke University for an employee’s appointment, whether that individual’s time is spent on research, teaching, patient care, or other activities. IBS does not include bonuses, one-time payments or incentive pay. Also excluded from the IBS is salary paid directly by another organization, including but not limited to the PDC and VA and income that an individual is permitted to earn outside of their University responsibilities such as consulting. IBS may not be increased as a result of replacing organizational salary funds with NIH grant funds.

**Requestor:** The Owning Organization preparing and submitting the grant application.

**Responder:** The Owning Organization of the employee participating on the project.

**Salary Single Point of Contact (SSPOC):** The individual identified in each Duke Organization that has the authority and responsibility to provide the IBS for an employee within their unit.

**Sponsored Projects System (SPS):** Software application that assists Duke University research administrators with the development and management of sponsored projects. SPS provides standardized proposal information for all sponsors, enforcement of sponsor business rules, and electronic routing for review and approval at both the departmental and central office levels.

**Related Information:**
- GAP No. 200.320 Direct Costing on Sponsored Projects.
- GAP No. 200.140 Cost Sharing on Sponsored Projects
- GAP No. 200.170 Effort Reporting
- 2 CFR, Part 220 - OMB Circular A-21
- Office of Research Administration
- Office of Research Support
- Office of Sponsored Programs