

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-28

PRINCIPAL INVESTIGATOR SALARY PAYMENTS

1. General Information.

- 1.1. Scope: Academic policy regarding principal investigator salary payments to Marshall University employees.
- 1.2. Authority: W. Va. Code §18B-1-6
- 1.3. Passage Date: March 8, 2006
- 1.4. Effective Date: Upon passage
- 1.5. Controlling over: Marshall University
- 1.6. History: Marshall University Research Corporation Policy and Procedure Effective April 1, 2004

2. Policy

2.1. Purpose

- 2.1.1. To provide guidance for the definition and administration of Principal Investigator (PI) Salary Payments. This policy will not apply where an employee is paid from multi-year projects or is paid solely from sponsored agreements.

2.2. Guidelines and General Policies

- 2.2.1. In certain circumstances, salary payments are made to principal investigators at periodic intervals over the project period. To properly match these payments to the receipt of funding from the sponsoring entity, salaries paid to PIs during the project period will not exceed 75% of the amount allowed in the agreement. The remaining 25% will be approved after receipt and acceptance of the final technical report by the granting agency, submission and approval of all project expenses, and receipt of all information necessary for the completion of the final invoice to the sponsor.

2.3. Administration of Salary Payments

- 2.3.1. Salary payments to PIs are requested through the use of an MU or MURC Personnel Action Request Form (PAR). All salary payments to PI's must be approved by the Dean of the College, MURC, and the Provost or other appropriate Vice President.