MANAGING SALARY OVER THE CAP

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Lauren B. Armstrong
Assistant Director, SOM Office of Grants and Contracts
PROPOSAL PREP & BUDGETING

Huron Funding Proposal/Budget module:

• Include applicable salary cap on General Budget Info page

• Do not overwrite base salary in Personnel Cost Definition or Personnel Costs page
PROPOSAL PREP & BUDGETING

Huron Funding Proposal/Budget module:

- Salary will calculate based on the cap listed in the General Budget Info page, regardless of the amount shown in Personnel Costs pages.
PROPOSAL PREP & BUDGETING

Huron Funding Proposal/Budget module:

- A cost share budget is not required for salary over the cap (SOTC)
- Comments can be added with non-sponsored funding worktags to support SOTC upon award
Workday Costing Allocation [SOTC]:

- Salary is allocated on sponsored projects based on full institutional base salary (IBS)
- SOTC amounts are allocated on non-sponsored worktags set up to capture these overages

**EXAMPLE 1**

IBS = $300,000  
Cap = $212,100  
Effort = 10%

**Budget:**  
$212,100 * 10% = $21,210 (+fringe)

**Costing Allocation:**  
$300,000 * 10% = $30,000 (to be covered by grant + SOTC worktags)  
$21,210 / $300,000 = 7% (allocated to grant worktag)  
$30,000 - $21,210 = $8790  
$8790 / $300,000 = 3% (allocated to SOTC worktag)
Workday Costing Allocation [Clinical Faculty with UPG split]:

- For clinical faculty with UPG splits, salary is allocated on sponsored projects based on Academic salary only.

- SOTC amounts are allocated on non-sponsored worktags set up to capture these overages.

**EXAMPLE 2**

IBS = $300,000

[Academic salary = $100,000  |  UPG salary = $200,000]

Cap = $212,100

Effort = 10%

**Budget:**

$212,100 * 10% = $21,210 (+fringe)

**Costing Allocation:**

$300,000 * 10% = $30,000 (to be covered by grant + SOTC worktags)

$21,210 / $100,000 = 21.2% (allocated to grant worktag)

$30,000 - $21,210 = $8790

$8790 / $100,000 = 8.8% (allocated to SOTC worktag)
### Workday Costing Allocation calculator