**New MSU Requirements to Receive “Additional Compensation”:**

In an effort to avoid negative audits of the MSU Office of Sponsored Programs, the VP for Research has indicated that any “add comp” request must be reviewed and approved first by the Department head and the EHHD Dean, and then will be reviewed and approved or rejected by both the VP for Research and the Provost on a case by case basis. Anybody requesting add comp will need to fill out the questionnaire, “New Information Requirements for Grant Funded Additional Compensation Requests.” This form is a draft, pending a review of campus procedures being conducted by a consultant this fall. The primary criteria for add comp are the following:

* Whether the project is interdisciplinary
* Whether the project occurs (substantially) off campus
* Whether the project can be demonstrated to take time beyond 100% FTE commitments, e.g. outside regular work hours and duties

If you wish to submit a budget to a funding agency that includes additional compensation for any budgeted personnel, you will need to submit this form along with your required EHHD “Letter of Intent.”

**[Link to “**[**Add Comp Request Form**](Add%20Comp%20Request%20Form.docx)**”]**