

Science Policies

Investigator Administrative Service to Host and Salary Supplementation (SC-720)

Purpose

This policy describes the circumstances under which an HHMI investigator can receive compensation for administrative services provided to his or her host institution.

Scope

This policy applies to HHMI investigators at host-based sites. It does not apply to laboratory heads at HHMI's Janelia Research Campus.

Policy

HHMI investigators must devote at least 75% of their time to research, and may spend up to 25% of their time on teaching, faculty service, and other non-research professional activities. As part of their non-research time, investigators may serve as a department chair or as head of a division, institute, program or core facility within the host institution, or perform other defined administrative services for the host institution, following review and approval of the proposed administrative service by HHMI's Vice President and Chief Scientific Officer.

HHMI pays each investigator's total compensation for research activities, and does not permit salary supplementation by host institutions or related organizations (e.g., affiliated hospitals or practice plans) for research activities. However, an investigator may be paid by his or her host institution for administrative service, for example as a department chair, or as head of a division, institute, or core facility within the host, or for similar administrative service to the host, but only if:

1. The host institution would pay its non-HHMI faculty a supplement to their regular salary for performing the same administrative services;
2. The HHMI investigator is receiving no more than the amount a non-HHMI host faculty member would receive as a supplement for the same administrative services;
3. The total host payments to an investigator for the administrative services do not exceed one-third of her or his HHMI salary. For example, if the requirements of this policy otherwise are satisfied, an investigator who receives an HHMI salary of \$180,000 may receive a supplement not larger than \$60,000 from his or her host institution for administrative service;
4. The supplement is for administrative services only and does not include any component for conducting research; and
5. The supplement is paid only for periods when the investigator is performing administrative services for the host institution and ends when the investigator stops performing those services.

An investigator who wishes to take on a new or increased level of administrative service must send a request by email to HHMI's Vice President and Chief Scientific Officer describing the nature of the administrative services and confirming that the service will not cause the investigator to spend in excess of 25% of his or her time on non-research activities. If the investigator also wishes to receive a salary

supplement from his or her host institution for those administrative services, the investigator's request must also include a letter from the Dean or relevant administrative officer of the host institution describing

- a. the current practice for salary supplementation for (non-HHMI) faculty, as well as examples of comparable supplements for comparable administrative work; and
- b. the basis for the proposed level of supplementation, where various levels of supplementation are allowed.

Investigators are responsible for ensuring that the submitted material, including the Dean's letter, meets the requirements of this policy.

Requests to provide administrative service to the host, and to receive salary supplements for such service, will be considered by HHMI's Vice President and Chief Scientific Officer after receiving the complete set of submitted materials from the investigator. The Vice President and Chief Scientific Officer will inform the investigator whether the request is approved or denied.

The following are additional considerations applicable to compensation for administrative services:

1. Payment of a supplement may commence on or after the date when the requested supplement has been approved in writing. Supplements cannot be paid retroactively.
2. If, at a later date, an institution changes its core policy or practice regarding the amount or process of supplementation for various sorts of administrative duties, the Dean may request a revised supplement for an investigator by repeating the above process.
3. Supplements are not permitted for administrative services to an institution that is not the host institution for the investigator (e.g., an institution where an investigator holds a secondary appointment or has a second laboratory).

Issued by: Science
Policy Issue Date: 1/29/2016