

Contract and Grants Policy for CBRD

Guidelines for Compensation of CBRD Staff

Administrative Compensation

- 1) The salary of the Associate Director, or Assistant Director shall be determined by the Director of CBRD on an academic-year basis or fiscal-year basis, according to the needs of the Center.
- 2) The salary of the Associate Director, Assistant Director or others who are responsible for administrative assignments in CBRD shall be within the range of \$5,000 to \$20,000 per year. This amount will be paid as salary on a monthly basis and reflects responsibility for CBRD administration, finances, preparation of new contract and grant proposals, reporting, compliance to contract and grant requirements and guidelines, etc.

Compensation for Research

- 1) The compensation for research for Associate Directors, Assistant Directors, Project Coordinators (expatriate), and others who do not hold appointments within AUA shall be determined by direct negotiation with the Director. This salary can be on a length of service basis or on a project by project basis according to the needs of the Center. Furthermore, this compensation may be made up of a salary that is paid monthly, on the basis of percentage involvement in research projects, or a combination of both of these.
- 2) Individuals who conduct research within the Center and who simultaneously hold academic and/or administrative appointments within AUA are eligible to earn additional compensation for research assignments. Eligible appointees are allowed to earn a maximum of 1/3 their academic and/or administrative salary. In this case, compensation is based on the billing rate and is paid on the basis of percentage involvement in research projects.
- 3) All payments are for specific work individuals perform per project, contract, or grant. Payment in each case, shall not exceed the amounts so designated in each such document, and will only be made as progress payment for work completed.

Billing Rates

1) Daily and hourly billing rates are computed by dividing the annual salary by 232 working days or 1856 working hours per year.

Overhead Contribution to AUA

1) On all grants and contracts, CBRD charges an overhead rate of 26% to reflect general and administrative costs to the Center. Additionally, CBRD will make an overhead contribution to AUA at the rate of 8% of the total cost of the grant or contract. This contribution reflects costs incurred by the University on behalf of CBRD.