

College HR Process: Research Salaries on State Appropriated Funds

Contact: Office of HR Services and Office for Research & Engagement

Last Updated: 11/16/2022

Introduction:

To ensure the college uses state appropriated funds to support the academic mission of the university, funds may be used to support graduate research assistantships during the academic year as well as the summer. State appropriated funds may also be used to support student hourly jobs. Before appointing a student on a graduate research assistantship (academic year or summer), departments should review this [guidance](#) to ensure the key principle is followed. Students appointed on graduate research assistantships during the academic year who are eligible for the [Graduate Student Support Plan](#) (GSSP) will receive a stipend, graduate student health insurance and tuition. Students appointed on graduate research assistantships during the summer will receive a stipend.

Always refer to the [current biweekly pay schedule](#) when determining the end date of assignments. The last day of work to be charged to the current fiscal year can be found in pay period 20XX2R26 in the "Pay Period End Date" column.

State appropriated funds can only be used to support faculty summer research when part of an offer letter or retention package. As stated in the offer or retention letter, these activities require that the faculty member "*submit a summary of the work to be performed to the Associate Dean of Research and Engagement for approval. Payment for this effort must conform with the Additional Compensation Paid through the University regulation: <http://policies.ncsu.edu/regulation/reg-05-58-01>.*"

Steps for faculty summer research salary paid on state appropriated funds:

1. Prior to the department submitting the additional compensation request, the Summer Salary Plan of Work [form](#) must be completed by the faculty member and signed by the Department Head.
2. After obtaining department signatures, the form must be forwarded to the Associate Dean for Research and Engagement for review and approval.
3. Once the Associate Dean approves the activity, it will be sent back to the Department.
4. The Department should upload a copy of the offer letter or retention letter and the approved form in the Additional Compensation system.
5. The HR Specialist that approves the additional compensation request for the college should ensure that both documents are attached before approving the request.

Additional References:

REG 05.58.01 – Additional Compensation Paid through the University
<https://policies.ncsu.edu/regulation/reg-05-58-01/>