**POLICY**

Upstate Carolina NCORP (UC-NCORP) utilizes Spartanburg Regional Healthcare System Departments of Employment and Recruitment and Human Resources to support the recruitment, determination of compensation, and hiring for all required associates/staff supported by the UC-NCORP grant.

**GUIDELINES**

*Allowable. Compensation for personal services covers all amounts, including fringe benefits, paid currently or accrued by the organization for employee services rendered to the grant-supported project. Compensation costs are allowable to the extent that they are reasonable, conform to the established policy of the organization consistently applied regardless of the source of funds, and reasonably reflect the percentage of time actually devoted to the NIH-funded project. Direct salary is exclusive of fringe benefits and F&A costs. This salary guidance does not apply to consultant payments or to contracts for routine goods and services but it does apply to consortium participants (see the Consortium Agreements chapter in IIB). Salaries of federal employees with permanent appointments are unallowable except in certain circumstances (see the Grants to Federal Institutions and Payments to Federal Employees Under Grants chapter in IIB).*

*Salary and wage amounts charged to grant-supported projects for personal services must be based on an adequate payroll distribution system that documents such distribution in accordance with Federal Cost Principles and consistently applied institutional policy and practices. See 45 CFR 75.430(i).*

**PROCEDURE**

* SRHS has a process and policy to establish market-based salary levels
* A range for each position is established based on the following:
  + Education
  + Experience & Skills required
  + Market forces
* The salary grade and range for position is posted
* Employees are hired into position salary range based on level of skill and experience
* SRHS has a compensation review process and form to be submitted for compensation determination and new positions

**REFERENCES:** *NIH Grants Policy Statement, October 2018, section 7.9.1 Selected Items of Cost, Table: Explanation of Allowable Costs: Salary and Wages*

**ASSOCIATED FORMS: N/A**

**COMMITTEE APPROVAL:**

Policy and Procedure Committee