

University of Northern Iowa Office of Research and Sponsored Programs (RSP)
Request for Pre-Approval to Budget Special Compensation in External Funding Proposal
Use this form ONLY for the initial budgeting request

The purpose of this form is to obtain prior approval to budget special compensation payment(s) in an externally funded grant or contract proposal. In general, paying special compensation, as outlined in [UNI Policy 4.41](#), from a grant or contract is not allowed. However, in certain unusual circumstances special compensation may be an appropriate form of faculty payment. In order to request permission to pay special compensation from an external funding entity, the university must first ensure that such a method of payment is within the university's present special compensation guidelines. Approval of this request form affirms that the proposed special compensation is compliant with UNI Policy 4.41. ***This form is not an authorization to pay special compensation.***

Name of project PI: _____

Individuals that might receive special compensation: _____

PI Home Department: _____

Please provide details of the extra work for which extra compensation is requested (attach extra pages if needed):

Requesting Party's Signature

Date

Requesting Party's Dept. Head Signature (as applicable)

Date

Requesting Party's College Dean Signature (as applicable)

Date

To be filled out by the Office of the Provost and Executive Vice President:

_____ Approved _____ Denied (provide reason for denial on back side of this page)

Authorizing Signature of the Office of the Provost

Date

Routing Instructions:

Complete and send this form to the Office of the Provost and Executive Vice President. If approved, attach/upload a scanned version of this form to the RSP Proposal Routing and Approval Form (PRAF). If you have questions please contact RSP at 3.3217 or rsp@uni.edu.