

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 in a proposal for external funding. 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 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.***

Project Principal Investigator:

PI's Department:

Individuals who might receive special
compensation (names and departments):

Provide details of the work for which special compensation is requested and how it meets the criteria in Policy 4.41:

Routing Instructions:

Complete this form and send it to the Office of the Provost and Executive Vice President. If approved, upload the signed form to the Proposal Form in Cayuse Sponsored Projects. For questions about this form, please contact the Office of Research and Sponsored Programs at 3.3217 or rsp@uni.edu.

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Principal Investigator's Signature

Date

PI's Department Head Signature

Date

PI's Dean Signature

Date

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

Approved

Denied

If *denied*, provide reason for denial below:

Authorizing Signature of the Office of the Provost

Date

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