**HMS/HSDM Documentation of External Funding/Support for Non-FacultyAcademic Appointments**

This form must accompany any form hiring or changing the pay rate for research fellows (postdocs), research associates, and other non-teaching academic appointments if the Harvard payroll rate will be less than $47,476/year ($913/week), i.e. if the department is supplementing the appointee’s external pay. This will document total pay qualifying for exemption from federal overtime requirements. If compensation is lower, the individual will be required to track hours and be paid overtime for hours above 40.

Name        HUID

Department

Supervisor/PI

Effective date of funding arrangment        Anticipated end date of funding arrangement

**Total annual compensation rate for this role:** $

For postdocs: see <http://postdoc.hms.harvard.edu/policies.html> for recommended minimum pay levels. If paying less than the recommended minimum, total pay must still be at least $47,476/year to remain exempt from overtime requirements.

**Sources of Funding (indicate all that apply)**

[ ]  Outside grant/foundation support paid directly to person $       annual rate (list details below)

[ ]  Outside support paid through stipend on HMS payroll $        annual rate

[ ]  Departmental support to supplement external funding $       annual rate

External support details:

List below all external sources of salary support that will be directly paid to the appointee for work being performed at Harvard Medical School. For each funding source, please confirm that the department has on file official notification from the granting entity which identifies the recipient of the award, the total amount of the award and funding period for which the award has been made. HMS HR may require a copy of award documentation in some cases.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sponsoring Agency***University, govt agency, foundation, corporation.*  | **Total Award***in current US Dollars* | **Award Start Date** | **Award End Date** | **Payment Interval** *Weekly, monthly, yearly, etc.* | **Amount Paid per****Interval** *in current US dollars* | **Award Notification on file** |
|  |  |  |  |  |  | [ ]  Yes |
|  |  |  |  |  |  | [ ]  Yes |
|  |  |  |  |  |  | [ ]  Yes |

Departmental support rationale:

Please indicate the reason(s) below for providing additional financial support to the fellow. To be considered a supplement to external funding, the pay must not be compensatory in nature for work performed at Harvard outside the scope of the externally supported work, but only augment the pay being received directly for such work.

[ ]  Supplement external pay to reach minimum level

[ ]  Supplement external pay above minimum for pay equity

[ ]  Supplement external pay due to fluctuation in exchange rate (direct pay in foreign currency)

[ ]  Other -- Please explain

|  |  |  |
| --- | --- | --- |
| Preparer Signature: |   | Date: |
| Supervisor/PI Signature |   | Date: |