
Date: February 21, 2022

To: HSC Research Community

From: Michael Schwantes, HSC Chief Financial Services Officer 
Stacy Catanach, HSC Sponsored Projects Associate Director 

Re: Salary Bids on Sponsored Projects

It is the policy of UNM Health Science Center to bid consistently on ALL sponsored projects. A sponsor project can be defined as receiving external funding to support a research, training, or education projects. To keep in line with this policy, the Sponsored Projects Office requires an individual's salary to be bid on their base contract. Incentive and/or "Other" pay is not included in this bid. We remain compliant with Uniform Guidance, 2 CFR 200.43 with this policy.

CFR § 200.43

Salary basis. *Charges for work performed on Federal awards by faculty members during the academic year are allowable at the IBS rate. Except as noted in [paragraph \(h\)\(1\)\(ii\)](#) of this section, in no event will charges to Federal awards, irrespective of the basis of computation, exceed the proportionate share of the IBS for that period. This principle applies to all members of faculty at an institution. IBS is defined as the annual compensation paid by an IHE for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the IHE. Unless there is prior approval by the Federal awarding agency, charges of a faculty member's salary to a Federal award must not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award.*

Attached is an example of calculating salary to bid on a sponsored projects. Any questions regarding this policy can be directed to HSC-PreAward@salud.unm.edu.

SAMPLE
SOM WORKSHEET FOR FACULTY SALARY COMPUTATION

FISCAL YEAR [REDACTED]

UNM ID: [REDACTED]
 Name: [REDACTED]
 Rank: Professor
 Org Code: [REDACTED]
 Department: [REDACTED]
 Subspecialty: General
 Division: [REDACTED]

Admin. Assignments
 SOM: [REDACTED] → [REDACTED] Effective Dat [REDACTED]
 Admin: [REDACTED] → Director of Dr. [REDACTED] Job [REDACTED]
 Admin: [REDACTED] → [REDACTED]
 HSC: [REDACTED] → [REDACTED]
 Incentive Assignme
 [REDACTED] → [REDACTED]
 [REDACTED] → [REDACTED]

Total FTE 1.00000 UNM FTE [REDACTED]

BASE SALARY

This part is Base Salary

1. CONTRACT SALARY	% INCREASE	SPLIT	ACTUAL SALARY	FTE EFFORT (Not
a) UNM BASE (Guaranteed)	3.57%	68%	\$98,576.54	Total Clinical 0.000
b) VA SALARY			\$0.00	UNM 0.000
c) SUPPLEMENT			\$0.00	VA 0.000
i) PERFORMANCE RELATED (Guaranteed for FY 2012)			\$0.00	CRTC 0.000
a) CLINICAL			\$0.00	Non-RVU 0.000
b) EDUCATIONAL			\$0.00	Education 0.140
c) RESEARCH			\$20,238.42	Research 0.760
d) RESEARCH B			\$9,505.20	Administration 0.100
e) ADMINISTRATIVE			\$16,327.84	SRMC 0.000
d) PERFORMANCE TOTAL		32%	\$46,071.46	Total Effort 1.0000
SUBTOTAL	0.00%		\$144,648.00	Effective Da 7/1/2012
i) ADMINISTRATIVE B Guaranteed only for duration of administrative assignment --			\$0.00	
e) TOTAL CONTRACT SALARY	0.00%		\$144,648.00	
TOTAL UNM PORTION	0.00%		\$144,648.00	

ANNUAL SALARY RATE @ 1.0 FTE \$144,648.00

2. INCENTIVES (Not guaranteed except as noted below)

a) CLINICAL	\$0.00
b) EDUCATIONAL	\$0.00
c) RESEARCH	\$0.00
d) ADMINISTRATIVE	\$500.00
e) EQUITY I	\$0.00
f) SRMC I	\$0.00
g) INCENTIVE TOTAL	\$500.00

SUM OF PARTS 1 AND 2 ABOVE \$145,148.00

NO

NOT this part

NO

NO

EXPLANATIONS OF ABOVE AMOUNTS
 Research B: \$9,505.20 - grant in no cost extension, but still able to cover costs; 116 Administrative - \$16,327.84 Administering grant for [REDACTED] Administrative Supplement: \$500 - Collegiatly and Professionalism [REDACTED]

NAME/SIGNATURE of DEPARTMENT CHAIR

Date Signe

NAME/SIGNATURE of FACULTY MEMBER

Date Signe

signatures above Indicates a discussion has occurred between the faculty member and the Chair/Division Chief concerning a proposed salary and the agreement of the faculty member to sign a faculty contract for the next fiscal year, pending approval of the Dean of the School of Medicine.

Indicates a calculated field

SAMPLE

UNM ID [REDACTED]
 Name [REDACTED]
 Rank Associate Professor
 Org Code [REDACTED]
 Department [REDACTED]
 Subspecialty General
 Division [REDACTED]

Admin. Assignments
 SOM: [REDACTED] Effective Date [REDACTED]
 Admin [REDACTED] Educational Chief Executive [REDACTED]
 Admin [REDACTED] Directing UME Phase I [REDACTED]
 HSC: [REDACTED]
 Incentive Assignments
 [REDACTED] Educational Chief Executive [REDACTED]
 [REDACTED]
 Total FTE 1.00000 UNM FTE 1.00000

BASE SALARY

1. CONTRACT SALARY	% INCREASE	SPLIT	ACTUAL SALARY	FTE EFFORT (Not)
a) UNM BASE (Guaranteed)	0.00%	63%	\$63,657.89	Total Clinical 0.000
b) VA SALARY			\$0.00	UNM 0.000
c) SUPPLEMENT				VA 0.000
I) PERFORMANCE RELATED (Guaranteed for FY 2012)				CRTC 0.000
a) CLINICAL			\$0.00	Non RVU 0.000
b) EDUCATIONAL			\$0.00	Education 0.100
c) RESEARCH			\$16,922.43	Research 0.800
d) RESEARCH B			\$15,713.16	Administration 0.100
e) ADMINISTRATIVE			\$4,000.00	SRMC 0.000
d) PERFORMANCE TOTAL		37%	\$36,635.59	Total Effort 1.0000
SUBTOTAL	-5.77%		\$106,293.48	Effective Date 7/1/2012
II) ADMINISTRATIVE B - Guaranteed only for duration of administrative assignment -			\$6,500.00	
TOTAL CONTRACT SALARY	0.34%		\$106,793.48	ANNUAL SALARY RATE @ 1.0 FTE \$106,793.48
TOTAL UNM PORTION	0.34%		\$106,793.48	

This part is base salary

use this part

2. INCENTIVES (Not guaranteed except as noted below)

a) CLINICAL	\$0.00
b) EDUCATIONAL	
c) RESEARCH	
d) ADMINISTRATIVE	\$4,500.00
e) EQUITY I	\$0.00
f) SRMC I	\$0.00
g) INCENTIVE TOTAL	\$4,500.00

VA Eighth	0
Full VA Base	\$0.00
VA Market Pay	\$0.00
New VA Actual Pay:	\$0.00
VA Last Modified	

NO

Not this part

NO

SUM OF PARTS 1 AND 2 ABOVE

EXPLANATIONS OF ABOVE AMOUNTS

1c(c) - \$16,922.43; Research B - 1c(d): \$15,713.16, Administrative Supplement A 11e: \$4,000 Educational Chief - Executive Committee termination of assignment; Administrative B - 1d (II) - \$6,500 Directing UMEPhase 1 Immunology Block(MGM pays) Supplement Admin B ends on \$4,000 Educational Chief Executive committee member, contingent on performance review (MGM pays)

NAME/SIGNATURE of DEPARTMENT CHAIR

4/23/12 Date Signe

NAME/SIGNATURE of FACULTY MEMBER

4/23/12 Date Signe

The signatures above indicates a discussion has occurred between the faculty member and the Chair/Division Chief concerning a proposed salary and the agreement of the faculty member to sign a faculty contract for the next fiscal year, pending approval of the Dean of the School of Medicine.

Indicates a calculated field

Salary Bidding Process Memo

Final Audit Report

2022-04-13

Created:	2022-02-21
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-  Document created by Stacy Catanach (scatanach@salud.unm.edu)
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