ODU RESEARCH FOUNDATION
FACULTY SUPPLEMENTAL COMPENSATION AUTHORIZATION FORM

Name: _____________________________________________________________________

Project Number: _________________________ Sponsor Name: _____________________________________

Justification for Payment:
(Note: Faculty overload justification must comply with ODU Policy #5400 – Extra Compensation and also address
the following elements as defined in OMB Circular A-21)*

1. Describe in detail how the work is across departmental lines, or involves a separate or remote operation.
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

2. Describe in detail how the work is in addition to your regular departmental load.
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

PI/Supervisor Signature: __________________________________________   Date: __________

Required Approval:

Department Chair Signature: _______________________________________________  Date: __________
Dean Signature: _________________________________________________________   Date: __________
Academic Affairs Signature: _______________________________________________  Date: __________

GCA Verification:

108 form completed and attached  □ Yes  □ No
Activity crosses departmental lines  □ Yes  □ No
Activity is in addition to regular work assignment  □ Yes  □ No
Sponsor approval has been obtained  □ Yes  □ No

GCA Signature: ____________________________________________________________  Date: _________
RF Executive Director Signature: ______________________________________________     Date: _________

*Note for Faculty Supplemental Payments:
OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with
educational institutions. Overload payments must be specifically provided for in the agreement or approved in writing by the
sponsoring agent.

01/12/2006