

Investigator Administrative and Non- Research Activities and Salary Supplementation for Administrative Service to Host

Purpose

This policy describes the types of administrative service and other non-research activities that Investigators may perform and explains circumstances under which an HHMI Investigator may receive a salary supplement for administrative services provided to his or her host institution.

Scope

This policy applies to HHMI Investigators at host-based sites. It does not apply to laboratory heads at HHMI's Janelia Research Campus.

Policy

Administrative and Non-Research Activities

HHMI Investigators must devote at least 75% of their time to research, and may spend up to 25% of their time on teaching, academic service, and other non-research professional activities including consulting (subject to [HHMI's policies on consulting](#)). Academic service includes, but is not limited to grant and journal reviewing, committee work, activities for professional organizations, and academic management and leadership. Major academic management and leadership roles may include serving as department chair or as head of a division, institute or core facility, usually within the host institution, or performing other similar administrative services for a non-host institution. Larger administrative roles, such as serving as dean, provost, university president or other similar positions where an Investigator has primary responsibility for major institutional decisions, managing the overall operations and resources of the institution, and serving as the public face of the institution, are not permitted.

All academic management and leadership roles in place before appointment as an Investigator are vetted during the appointment process. All activities that arise after the initial appointment must be approved in advance by the Vice President and Chief Scientific Officer.

An Investigator must request approval of a new or increased level of administrative service by submitting the [Request for Administrative Position form](#) through the [Investigator Portal](#). Approval of a new or increased level of administrative service is separate from a subsequent request for salary supplementation. The administrative service must be approved before requesting approval for salary supplementation.

Salary Supplementation for Administrative Service to the Host Institution

HHMI pays each Investigator's total compensation for research activities, and does not permit salary supplementation by host institutions or related organizations (e.g., affiliated hospitals or practice plans) for research activities. However, an Investigator may be paid a supplement by his or her host institution for an approved administrative service, for example as a department chair, or as head of a division, institute, or core facility within the host, or for similar approved administrative service to the host, but only if:

1. The host institution would pay its non-HHMI faculty a supplement to their regular salary for performing the same administrative services;
2. The HHMI Investigator is receiving no more than the amount a non-HHMI host faculty member would receive as a supplement for the same administrative services;
3. The total host payments to an Investigator for the administrative services do not exceed one-third of her or his HHMI salary. For example, if the requirements of this policy otherwise are satisfied, an Investigator who receives an HHMI salary of \$180,000 may receive a supplement not larger than \$60,000 from his or her host institution for administrative service;
4. The supplement is for administrative services only and does not include any component for conducting research, treatment of patients in any setting, or teaching; and
5. The supplement is paid only for periods when the Investigator is performing administrative services for the host institution and ends when the Investigator stops performing those services.

An Investigator initiates a request for an administrative supplement by working with her or his Dean or relevant administrative officer of the host institution. The Investigator's Dean or relevant administrative officer submits a letter to the Vice President and Chief Scientific Officer explaining that the above requirements are met and describing:

- a. the current policy or practice for salary supplementation for (non-HHMI) faculty, as well as examples of comparable supplements for comparable administrative work; and
- b. the basis for the proposed level of supplementation, where various levels of supplementation are allowed.

The submitted request to provide a salary supplement for such service will be considered by the Vice President and Chief Scientific Officer who will notify the Investigator and Dean of the decision.

The following are additional considerations applicable to supplementation for administrative services:

1. Payment of a supplement may commence on or after the date when the requested supplement has been approved in writing. Supplements cannot be paid retroactively.

2. If, at a later date, an institution changes its core policy or practice regarding the amount or process of supplementation for various sorts of administrative duties, the Dean may request a revised supplement for an Investigator by repeating the above process.
3. Supplements are not permitted for administrative services to an institution that is not the Investigator's host institution (e.g., an institution where an Investigator holds an approved secondary appointment or has an approved second laboratory).

Related Procedures, Forms, and Policies

[Request for Administrative Position](#) on the [HHMI Investigator Portal](#)

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