Postdoctoral Fellows Stipend Supplement and Incentive Policy

1.0 PURPOSE
To define the Cold Spring Harbor Laboratory stipend supplement and incentive policy for postdoctoral fellows who have secured independent external funding.

2.0 SCOPE
CSHL Postdoctoral Fellows are expected to apply for their own fellowship support. Assistance with obtaining fellowship support may be obtained from the Laboratory’s Postdoctoral Program Officer at postdocprogram@cshl.edu and the CSHL Office of Sponsored Programs http://osp.cshl.edu. This policy applies to all actively employed Postdoctoral Fellows, Senior Fellows, CSHL Fellows, and Computational Postdoctoral Fellows who write, apply for, and receive individual awards from funding sources independent of funding secured by CSHL. Excluded from this policy are newly hired postdoctoral fellows whose appointments are contingent upon securing their own funding.

3.0 RESPONSIBILITY
The administration of this policy is the responsibility of the Vice President, Human Resources.

4.0 POLICY

4.1 Stipend Supplement: When a postdoctoral fellow receives an independent external award, the fellow receives the stipend stipulated by the award or his current CSHL stipend, whichever is greater. If the external award is less than the CSHL level, the Laboratory will supplement that award up to the appropriate CSHL stipend level. The following allowances which may be itemized as part of the external award are considered in determining if the fellow is eligible for a stipend supplement: living allowance, family allowance, and child allowance. Funds itemized in the award for research and travel are not considered in the calculation of eligibility for a stipend supplement.

*Important Visa Note:* A postdoctoral fellow on H-1B, TN, or O-1 status cannot receive a direct award payment. The fellow’s full stipend must be paid via CSHL payroll in order to maintain his/her visa status.

4.2 Foreign Awards: If a foreign award is paid in a foreign currency to the Laboratory, the fellow’s stipend will be adjusted at a frequency determined by the payment schedule stipulated in the award and in accordance with the exchange rate in effect on the date that funds are received by the Laboratory for the term of the award. If the award is paid directly to the fellow, the stipend amount will be adjusted at a frequency determined by the payment schedule stipulated by the award and based on the exchange rate in effect on the first of the month in which payment is scheduled to be made. The Laboratory is only responsible for the amount of the fellow’s annual CSHL stipend, regardless of fluctuations in currency exchange rates. Reconciliation of any differences between the amount of an award and the fellow’s CSHL stipend will occur at the end of each award year. More frequent reconciliations may be considered on a case-by-case basis. Please note: Appropriate documentation of an award paid directly to the fellow must be provided.
4.3 **Stipend Incentive:** Fellows receiving individual external awards are eligible to receive a fixed annual incentive in the amount of $4,500, which will be paid in semi-monthly payroll installments for the duration of the award.

4.4 Funds designated for research and benefits may not be converted to salary. Awards paid in a foreign currency will be based on the value of the award on its effective date.

4.5 **Incentive Exclusions:** Recipients of CSHL associated funds, including Cold Spring Harbor Laboratory Association fellowships, institutional awards, or training grants, are not eligible for the incentive since these funds are considered in-house funds. In addition, mentored career development and transition type awards which provide a postdoctoral fellow with an opportunity to secure skills and data to transition to research independence are not incentive-eligible. Previously awarded individual fellowships that are transferred to another fellow are also not incentive-eligible (see attached Appendix for examples of exclusions).

4.6 **OSP Incentive Accounts:** If the sponsor specifically precludes the Laboratory from making additional stipend supplemental payments to the fellow, the Office of Sponsored Programs will set up an account which will allow the fellow to make authorized research-related purchases up to the amount they would have received as a stipend supplement. All purchases charged to this account must be approved by the fellow’s principal investigator. These accounts are established by the Office of Sponsored Programs upon notification by the Human Resources Department. The Office of Sponsored Programs and the Human Resources Department will verify eligibility for all incentive requests.

4.7 When the fellow is no longer supported by the outside funding source, the stipend level reverts back to the applicable CSHL level, commensurate with the fellow’s postdoctoral year of training.

4.8 **No-cost extensions:** The incentive does not apply during a no-cost extension period when no additional funding has been secured. If the period of a fellowship is extended with no additional funding, the fellow’s incentive will be discontinued and the fellow’s stipend will revert back to the applicable CSHL level, commensurate with the fellow’s postdoctoral year of training.

5.0 **PROCEDURES**

5.1 The fellow must provide details of the award(s) including the application, budget, award notice, funding organization contact information, amount, and effective dates. Details of awards coming through the Laboratory must be provided to the Office of Sponsored Programs, which will notify the Human Resources Department of the award via a Grant Notification Form. Fellows receiving payment of awards directly from the funding source must submit the award details to the Human Resources Department along with a completed Fellowship Questionnaire. Human Resources will then generate the Grant Notification Form. Should any changes occur that would preclude the fellowship from continuing, it is the responsibility of the recipient to inform the Office of Sponsored Programs and Human Resources immediately.
5.2 Incentive eligibility will be determined by the Human Resources Department in conjunction with the Office of Sponsored Programs.

5.3 The relevant adjustments to payroll are processed by the Human Resources Department.

Illustrations:
Post Doc I receives a CSHL stipend of $50,000. A grant is awarded, paid to the Laboratory, and specifies that $25,000 of the total $50,000 award may be applied toward the Post Doc’s stipend. The Post Doc will receive an incentive of $4,500. This incentive will be added to the stipend for a total of $54,500.

Post Doc II receives a CSHL stipend of $51,000. A grant of $50,000 is awarded and paid to the Lab, but the stipend amount is unspecified. The Post Doc will receive an incentive of $4,500. This incentive will be added to the stipend for a total of $55,500.

Post Doc II receives a CSHL stipend of $51,000. A grant of $50,000 is awarded and paid directly to the Post Doc. The Post Doc will receive an incentive of $4,500. The Post Doc will receive $50,000 directly from the granting institution, a $1,000 supplement from CSHL, and $4,500 from CSHL. The Post Doc will be on CSHL payroll for $55,500.

This policy is not to be considered an employment contract or a guarantee of any kind. The Laboratory reserves the right to interpret, administer, revise, supplement, or rescind policies as it deems appropriate.
APPENDIX

The following is a list of fellowships/awards that are not incentive-eligible in accordance with the CSHL Postdoctoral Fellows Stipend Supplement and Incentive Policy. Please note, this list is not exclusive and additional awards excluded from the incentive eligibility may be added to this list from time to time.

Institutional and In-House Awards:
SASS Foundation
Harvey Karp Fellowship
Laurie Strauss Leukemia Foundation
Swartz Foundation
CSHL Association Fellowship
CSHL Training Grants (NRSAER)

Career Development and Transition Awards:
K99
K23
K01
K22
K12
K08