

MEDICAL COLLEGE OF OHIO

Subject: RESIDENTS WORKING ON A GRANT/CONTRACT

Policy No.: 05-085

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**Policy**

In the course of a doctor's residency program, they may be called upon to assist in the conduct of a research study. Residents who volunteer to assist in a study will be compensated according to the following administrative procedures.

**Administrative Procedures:**

1. The Principal Investigator is to complete a Position Authorization Form (PAF). The PAF must contain approval by the Department Chairman, Research and Grants Administration, Budget, and the resident's immediate supervisor.
2. The PAF must contain an agreed upon rate of pay either in the form of an hourly rate, of no less than their normal hourly rate, or an agreed upon sum calculated biweekly. If an hourly rate is to be used, the resident must complete a time card for time spent working on the grant. All time cards must be completed according to policy 01-035. It is recommended that residents be compensated on an agreed upon biweekly sum. If work is to be compensated on a per-patient amount, the number of patients encountered should be reported via time card or memo from the department in charge of the grant.
3. Upon approval by all parties, the Principal Investigator will forward the completed PAF to Human Resources.
4. Human Resources will establish the employee in the payroll system as an MCO employee working an additional position.

Any grant related work agreed upon by an employee of MCO is to be done voluntarily and without coercion. At no time can work be performed for which dual payment is being received. The employee at any time can sever the agreement to perform the extra duties without retribution.

All appropriate taxes and PERS contribution (Ohio Revised Code 145.01 (D)) will be deducted through the resident's paycheck.

The employee's normal job will in all cases take precedence over the duties being performed on a grant project.

In the event grant funds are not sufficient to compensate an employee for duties performed, payment will be drawn from the department responsible for the grant.

Please direct any questions you have concerning this policy to Human Resources, ext. 3405.

Source: Vice President for Operations

Effective Date: 7/1/99

Revision/Review Date:  
07/01/00 Reviewed  
07/01/01 Reviewed  
07/01/02 Reviewed  
07/01/03 Reviewed