

# SUNY DOWNSTATE HEALTH SCIENCES UNIVERSITY

## POLICY AND PROCEDURE

**Subject:**

Policy on Compensation for Research  
Foundation Postdoctoral Employees

**Prepared by:**

Office of the Senior Vice President for Research

**Approved by:**

Senior Vice President for Research

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**Original Issue Date:** 2/1/24

**Supersedes:** 2/1/24

**Effective Date:** 6/17/25

**Issued by:**

Office of the Senior Vice President for  
Research

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All Downstate Health Sciences University (DHSU) Research Foundation (RF) employees with a doctoral degree (PhD, MD, or similar) should be paid at least at the current NIH NRSA postdoctoral stipend level for their experience level (See “NRSA Postdoctoral Levels” at [https://www.downstate.edu/research/administration/research-hr\\_benefits-payroll.html](https://www.downstate.edu/research/administration/research-hr_benefits-payroll.html)). Experience level is based on all years of experience, not just years of experience at Downstate. DHSU RF does not set a maximum allowable compensation for postdoctoral employees. Above 7 years of experience, i.e., once a postdoctoral employee has reached the top of the NIH postdoctoral salary scale, they should, at a minimum, also receive the RF’s annual recommended cost-of-living adjustment (COLA; as set by RF Board of Directors each year). If the PI of an employee with a doctoral degree does not have adequate funding to compensate at the appropriate level, the PI must write a letter of justification to the Senior Vice President for Research requesting a waiver to pay the employee at a lower rate. The Senior Vice President for Research will decide if to approve the waiver.

If an employee with a doctoral degree is working in a non-research role, the PI can request, in writing, a waiver to pay them at a lower rate. The Senior Vice President for Research will decide if to approve the waiver.