

Guidelines For Allocating Sponsored Project Effort, Course Buyout and Salary Release

Purpose

To establish guidelines for allocating sponsored project effort via salary release. This includes the following related topics -- course buy out, academic year salary release return, and summer salary supplements.

Allocating Sponsored Project Effort

The calendar year distribution of sponsored project effort must accurately reflect the distribution of externally funded activities expended in that time span. In other words, employee effort on sponsored project activities that span the academic year, and the summer must be distributed according to the relative degree of engagement in these time periods. University employees (including faculty members) are mandated, in accordance with federal regulations, to accurately confirm that their monthly effort distribution on all sponsored projects matches the monthly distribution of salary charged to a particular account and is appropriate given effort expended and the specific terms and conditions of the award and funder policies.

When budgeting, the scope of work and project timetable will commonly dictate when effort for many project activities needs to be allocated. This means that:

- Faculty effort for specific project activities occurring during the academic year **cannot** be allocated to the summer.
- Faculty effort for specific project activities occurring during the summer must be allocated to the summer.
- Summer salary must be requested in the proposal and approved by the sponsor.

Academic Year Course Buy-Out

Definition

A Course Buyout is when grant funds “buy” a faculty member’s released time by paying a portion of their salary so that equivalent amount of effort can be spent working on the grant. Release from instruction is granted to individual faculty members by the unit chair or director and approved by the dean. The buyout occurs when a faculty member is granted a course release to accommodate a faculty member’s work on an externally funded grant.

Process

- The faculty member’s effort must be directly charged to the sponsored project in proportion to the percent of time being spent working on the project. This is completed by submitting an epaf for the faculty member’s effort.

- When the faculty member's effort is charged to the grant, departmental funds are freed up to cover the course buyout amount required.
- Course buyouts are **NEVER** a direct charge to the sponsored project.
- Adjunct faculty providing instruction for the faculty member requesting the buyout is **NEVER** charged to the sponsored project.

Salary Release

Definition

Salary release occurs when a faculty member charges effort to externally sponsored projects which "releases" their salary from departmental funds (EDGEN). The released departmental funds are then available for other uses according to College/Department policy. Examples of uses are funding positions to support research, purchase of equipment to support research, supplemental payments to faculty, and/or additional research funding for faculty.

Process

- The faculty member's effort must be directly charged to the sponsored project in proportion to the percent of time being spent working on the project. This is completed by submitting an epaf for the faculty member's effort.
- When the faculty member's effort is charged to the grant, departmental funds are available to be used for other purposes based on College/Department policy.
- Salary release is **NEVER** a direct charge to the sponsored project.