



POLICY: Faculty Salary Savings

DATE: December 12, 2019

Salary savings are generated when a full-time FTE faculty member charges a portion of his/her budgeted academic year or fiscal year salary to funds they have received from an external sponsor.

Research grant funding can be used to cover academic year salary in order to enable a faculty member to spend time and effort on the grant's research. The payments must be compliant with the sponsoring agency's policy. For example, the NSF has a limit on charging a maximum of two months' salary per year and the NIH has a salary cap which limits how much salary can be charged to a grant on a monthly and annual basis.

A. Salary Savings Accounting

The accounting for the salary will be handled as follows when a research grant is charged for a faculty member's time:

1. **Course Buyout:** Academic year salary can be charged to a grant to cover an approved course buyout to enable the faculty member to devote more time to this research grant, provided the salary charge is compliant with the sponsoring agency's policy. The grant must have sufficient funds to cover the combined cost of salary, fringe and health benefits. The cost of course buyouts is detailed in the College's [Faculty Course Buyout Policy](#).
2. **Research Supplement:** If a faculty member charges a portion of their instructional base salary and associated fringe benefits costs to a research grant resulting in salary savings to the College not for the purpose of a course buyout, the College will share 50% of the instructional base salary and associated fringe benefits costs savings with the faculty member.

As required by State law, the research grant must cover associated fringe and health benefits in proportion to the time (salary).

B. Time/Effort Certification

The department chair and the faculty member/principal investigator (PI) must certify that sufficient effort is assigned to the grant(s) to justify the academic salary being charged to the grant. It is the responsibility of the faculty member to ensure that sufficient effort is devoted to the research grant to justify the time charged to the research grant.

C. Required Approval

All time charged to a research grant must be approved by the Office of the Dean prior to the semester in which the action will take place in order to allow adequate time for CAS staff to process the requests. Salary savings requests for a spring semester should be submitted by November 15; requests for fall semester salary savings should be submitted by June 15.

D. Distribution

The portion(s) of salary savings will be distributed after faculty have certified their effort for the fall and spring semesters. The funds received by the faculty member must be expended during the fiscal year in which they are received. Any funds remaining at the end of the fiscal year will be returned to the College.