

Salaries Charged to Research Grants

In order to ensure that as much as possible of the cost of the College's research enterprise is paid by external funds, all proposals submitted to external agencies should whenever possible include an appropriate percentage of the PI's academic-year salary, not only specific amounts for course buyouts. For example, if the project will require 30% effort during the academic year, then 30% of the PI's salary should be included in the proposal budget. This principle should be applied regardless of the PI's teaching load.

Some funding agencies may have rules that restrict the amount of salary that can be charged to a grant, or the allowable budget may be too small to cover a significant percentage of the PI's salary. If so, those restrictions should be explained when the budget is submitted for internal approval. If the grant is awarded, but the budget is reduced, the amount of salary charged to the grant may be modified to fit within the allocated budget. Faculty are asked to consult with Jackie White about the calculation of salaries charged to grants well in advance of the submission deadline. Jackie can also make inquiries if faculty have questions about the appropriateness of charging salaries to grants funded under a particular program.

The College will retain 12.5% of the PI's salary for each course release (if any) approved by the Department Head to provide time for the funded project. A sufficient amount of TSR will be provided to hire a replacement instructor (typically \$3,000-4,000, depending on discipline). Any salary charged to the grant in excess of 12.5% per course release will be converted to OTP and returned, with 50% going to the department and 50% to the PI, for travel, assistantships, supplies, etc. The department head may, at his or her discretion, allocate more than 50% of the funds for the PI's use. The funds may not, under any circumstances, be used to supplement a PI's salary directly.

For example, in the case of a PI with a salary of \$50,000 and 30% effort charged to a research grant; funds would be returned to the department and the PI as follows for a course release of two, one, and zero courses per year:

Two courses per year release:

Salary paid by the grant (30%)	\$15,000
25% retained by the College	\$12,500
Returned to department	\$1,250
Returned to PI	\$1,250

One course per year release:

Salary paid by the grant (30%)	\$15,000
12.5% retained by the College	\$6,250
Returned to department	\$4,375
Returned to PI	\$4,375

Zero courses per year release:

Salary paid by the grant (30%)	\$15,000
Returned to department	\$7,500
Returned to PI	\$7,500