

FAS and FES Salary Allocation Program

Frequently Asked Questions

- 1. What is the maximum number of months of salary that may be charged to sponsored projects under this program?**

A Ladder Faculty member may charge up to 4.5 months during the academic year to sponsored projects. In addition, if funds are available, an additional 2.5 months of salary may be charged to sponsored projects during the summer. These salary charges must be commensurate with the effort devoted to the project during those time periods.

- 2. May I go back and charge salary to sponsored projects to reflect my previous effort on those projects?**

No. Salary must be charged to the project(s) prospectively.

- 3. If I elect to be in the program and choose to charge 1/9 of my salary in the 2009-2010 academic year, how many paychecks will I receive after July 1, 2009?**

Under this program, assuming sufficient sponsored project funds, you may charge summer salary to sponsored projects as usual for July and August of 2009, but you will not receive that portion of academic year salary paid in advance in July and August.

You will also receive 9 paychecks over the course of the academic year (September 2009 through May 2010) reflecting your total academic year salary. **If** you elect to take salary from the special research fund or from sponsored projects in June of 2010 you would receive 1 paycheck for that period (month of June). Depending on the source of support the June paycheck may or may not be the equivalent of 1/9 of your institutional base salary.

- 4. My summer salary is subject to the NIH salary cap. May I use the special research fund to make up the difference between the capped amount and my actual salary?**

Yes. As of January 1, 2009 the annual NIH salary cap is \$196,700 for someone with a 12 month appointment or a monthly rate of \$16,392.

- 5. Who can I call if I have questions about this program?**

Your first point of contact should be your business office. However, prior to July 1, 2009 the Provost's Office and the Office of Research Administration will provide guidance on how to implement this program and will share them with your business office.

6. What is the best way to distribute salary and effort across the academic year?

The distribution of salary should reflect the anticipated distribution of effort across the academic year. For example, if you anticipate spending approximately 20% (or 1.8 person months) of your time throughout the academic year working on sponsored projects, 20% of your academic year salary should be charged to sponsored projects throughout the year. An amount equal to that portion of academic year salary and fringe benefits (at the lower GA benefit rate not the higher benefit rate used for sponsored projects) will be placed in the special research account for your use as either summer salary (for the following summer) or for other research purposes.

7. I did not budget salaries and benefits in the academic year to sponsored projects. May I still elect to participate in this program?

Yes. Assuming no sponsor restrictions and sufficient funds in the sponsored project you may redirect salaries, benefits, and corresponding effort into the academic year. However, all commitments that have been made, including support of graduate students remain in effect and must be honored.

8. I promised cost sharing to a sponsored project during the academic year. If I direct charge a portion of my academic year salary to the sponsored project does this fulfill my cost sharing commitment?

No. You must continue to provide the committed cost sharing effort and it must be charged to a cost sharing account as is done currently.

Note: All mandatory and voluntary committed cost sharing in the form of effort along with the direct charging of effort cannot exceed 4.5 academic year months.

9. If I leave the University and there are funds remaining in the special research account may I take those with me?

No. Any remaining funds will revert back to the appropriate funding source.

10. Does funding in the special research account have to be spent within a specified time period?

No. The funds will be carried forward from fiscal year to fiscal year.

11. What happens to my benefits if I am paid over 9 months rather than 12 months?

Your benefits will continue uninterrupted, but you must select a payment option for your benefit premiums during the months you will **not** receive pay from the University. There are three payment options from which to choose:

Option 1: Pre-pay your benefit premiums.
In June of 2009 benefit deductions for July and August 2009 will be taken from your June 2009 paycheck.

In 2010, benefit deductions can be done in your May 2010 paycheck for June, July and August of 2010.

Option 2: Catch-up on your premiums in September.
Benefit deductions for July and August will be deducted from your September pay.

Option 3: *This option is available, but not recommended.* Elect to receive a monthly billing statement for unpaid premiums and directly pay the University. Please contact the Benefits Office at ext. 2-5550 to make your payment election.

Note: For any summer month in which you are directly charged to a sponsored project, your benefit payments will be paid automatically.

12. May I support a graduate student from my special research account?

Yes. Graduate Student Assistants in Research, as defined by Graduate School policy, may be supported by the special research account. As with sponsored awards, 50% of tuition will be charged along with full stipend for appointments during the academic year. If less than full stipend is charged, the tuition charge will be reduced proportionately.

13. I am a chair or acting chair of a department and receive a supplement for this responsibility. How will the supplement be distributed?

Supplements for being a chair or acting chair will continue to be paid over 12 or 6 months respectively. Benefits will continue to be deducted from the 12 or 6 monthly payments respectively.

14. If I am on a triennial leave can I charge my sponsored project for effort devoted to my sponsored project while on the triennial leave and receive those dollars in my research account?

No. Triennial leaves will continue to be supported with University dollars and not a sponsored project.

15. May I use the research account funds in the summer to pay for time off or vacation time?

No. According to the Provost's memo the program is also intended to support nine-month faculty engaging in productive non-sponsored University activity during the summer by providing a source of University funding for that activity outside of the academic year.

16. When my salary and benefits are directly charged to my sponsored award, when will the dollars be posted to my special research account?

The dollars will be credited to the special research account during the month *after* the charge was originally incurred on your sponsored award. For example, if \$5,000 of salary and benefits were charged to your sponsored award during the month of November, the credit for those dollars will be posted in the special research account in December.

Note: The benefit dollars will be at the GA benefit rate and not the higher benefit rate used for sponsored awards.

Illustrations

Note: All illustrations assume that salaries charged to sponsored projects are commensurate with the effort devoted to those projects during the relevant time periods.

1. A Principal Investigator (PI) receives four months of salary support from a sponsor for use anytime during the budget period. The faculty member could expend four months of effort and charge the corresponding four months of salary during the academic year. The University then would deposit an amount equivalent to the four months' academic year salary and fringe benefits into a special research account. The PI could use these funds to support up to **three** months of summer effort and salary or allocate them (or the remainder), instead, to other research expenses.
2. A PI receives two months of summer salary from NSF (equal to two-ninths of the academic year) and one month from NIH. The faculty member may rebudget one month of NSF summer salary and fringe into the academic year, and devote one month's worth of effort to research during the academic year. The University then would deposit an amount equivalent to the rebudgeted one month's academic year salary and fringe benefits into a special research account. The PI could use these funds for up to one month of summer salary or allocate them, instead, to other research expenses.
3. A PI receives two months of summer salary from NIH and two months of salary from the "Biomedical Foundation" for a total of four ninths. The support from the Biomedical Foundation is not designated either for summer or academic year. The PI has several choices, among them the following: (a) The PI could charge two academic year months to the Biomedical Foundation grant and then charge two summer months to the NIH grant. In this scenario, the University would deposit the equivalent of two ninths salary and fringe – the amount charged to the Biomedical Foundation grant during the academic year – in the special research account; (b) Alternatively, the PI could rebudget the NIH salary and charge two months of NIH salary and one month of the Biomedical Foundation to the academic year, retaining one month of the

Biomedical Foundation salary for the summer. In that case, the University would deposit the equivalent of three ninths salary and fringe into the special use account. In either case (a) or (b) the PI could use the special research account funds to cover up to three months of summer salary and allocate any remaining funds to other research expenses.

4. A PI receives two ninths academic year salary from the NIH and two summer months salary from NSF for a total of four ninths. Consistent with the NIH grant's budget, two ninths salary would be charged to the NIH grant during the academic year and the two-ninths salary from NSF would be used in the summer, as awarded. The equivalent of two ninths salary (the NIH budgeted amount) would be placed in the special research account. The PI could use these funds to cover up to one summer month and allocate the remaining funds to other research expenses.