

SUBJECT: Faculty Salaries Paid from Grant Accounts
Number: 612
Issued by: Vice Chancellor for Finance
Date: January 1, 2004

Policy:

Certain sponsored projects will require faculty members to work on the project as part of their regular academic load. When sufficient funds are available from the sponsoring agency, the budget proposal should be submitted at the full cost for the proportion of the faculty member's salary and fringe benefits for the time period.

Procedures:

1. Upon notification of an award, the faculty member should work with Academic Affairs to determine coverage for any courses which are released due to the grant award.
2. The grant principle investigator should notify the Vice Chancellor for Finance of the number of courses released by the grant for each semester and the cost of the replacement faculty for those courses.
3. The Vice Chancellor for Finance will notify the Human Resource Specialist who will complete the necessary personnel documents to charge the correct proportion of the faculty member's salary to the grant and credit the departmental account. The Vice Chancellor for Finance will have the necessary budget changes completed for the departmental account.
4. In all cases where release time is given, Academic Affairs will be charged for the costs of covering the released courses. The cost will be charged at a minimum rate of \$1,400 plus fringes for each 3-hour course release or the actual cost of the replacement faculty, which ever is greater.