


<p>Name of Policy: <u>College of Medicine & Life Sciences: Requirement that Faculty Salary Associated with Faculty Effort Committed to Extramural Grants/Contracts be Charged to Those Extramural Grants/Contract Accounts</u></p> <p>Policy Number: 3364-81-11-002-01</p> <p>Approving Officer: Dean, College of Medicine & Life Sciences</p> <p>Responsible Agent: Review/Revision Completed by: Vice President for Research Administration, Senior Associate Dean for Administration & Finance, Director Center for Clinical Research</p> <p>Scope: Faculty, College of Medicine & Life Sciences</p>	 <p>Revision date: October 11, 2019</p> <p>Original effective date: June 1, 2007</p>				
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(A) Policy Statement

Faculty members with committed effort on funded grants/contracts are required to charge to grants/contracts salary and associated fringe benefits proportional to their committed effort.

(B) Purpose of Policy

Assure funded grants/contracts are appropriately expensed for the salary and fringe benefits of faculty members with committed effort.

(C) Procedure

All grant/contract applications submitted to extramural sponsors by College of Medicine faculty must include sufficient effort on the part of the Principal Investigator (PI) and other faculty collaborators to provide convincing evidence to reviewers that appropriate expertise and Effort will be directed to the aims of the proposed project. Once the appropriate level of Effort is determined for the PI and other faculty collaborators, the proposed budget submitted to the sponsor must include salary and fringe benefits for those individuals in direct proportion to their level of Effort to be committed to that project, i.e., the percentage of faculty salary and fringes requested must equal the percentage of each faculty member's Effort to be committed to that project. In the case of modular budgets, it is the responsibility of the P.I. to ensure that the proposed budget

contains sufficient funds to pay faculty salaries and fringes commensurate with faculty Effort committed in the proposal.

When a grant/contract award is made at a level lower than that requested in the proposal budget, it will be the responsibility of the P.I., working with his/her Department Chair and Research & Sponsored Programs, to make adjustments in the scope of work and his/her level of Effort to bring both in line with the awarded amount. Likewise, the P.I must work with his/her collaborators and their department chairs to adjust collaborators' Effort in accordance with the award and revised work scope. After these Effort adjustments are made, the salaries and fringes of all faculty participants must be charged to the grant/contract account in direct proportion to their revised level of Effort committed to the sponsor for the project.

It is the responsibility of the Department Chair to ensure that appropriate assignment of faculty salaries are made to grant/contract accounts in accordance with this policy. Any exceptions to this policy must be approved by the faculty member's Department Chair and the Dean of the College of Medicine and Life Sciences.

In the specific case of research track faculty, it is the policy of the College of Medicine that 100% of their Effort should be devoted to funded projects. Thus, 100% of their salary and fringe benefits must be charged to grant/contract accounts or to departmental discretionary accounts. In exceptional cases where research track faculty are engaged in teaching or service activities, the percentage of effort and salary allocated to grants may be reduced proportionally. Research track faculty cannot be supported by departmental operating account funds without the approval of the Dean of the College of Medicine and Life Sciences.

Exceptions to the above policy include:

- (1) Grants from agencies which have written, consistently applied policies prohibiting payment of faculty salaries.
- (2) Grants, such as Shared Instrumentation awards, which require faculty effort, but have no provision to include faculty salaries in their budget.
- (3) Fellowship grants to support the stipends of pre-doctoral students or post-doctoral fellows which require Effort on the part of the faculty mentor, but have no provision to include mentors' salaries in their budget.

<p>Approved by:</p> <p><u>/s/</u> Christopher J. Cooper, M.D. Executive Vice President for Clinical Affairs and Dean of the College of Medicine and Life Sciences</p> <p><u>October 11, 2019</u> Date</p> <p><i>Review/Revision Completed by: Vice President for Research Administration, Senior Associate Dean for Administration & Finance Director Center for Clinical Research, SLT</i></p>	<p>Policies Superseded by This Policy: 3364-81- A-10-11-00003-0607 Faculty Effort Salary Charge to Grants</p> <p>Initial effective date: June 1, 2007</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none">• 11/26/12• 02/24/16• 8/30/19 (review)• 10/11/19 <p>Next review date: October 11, 2022 (three years from most recent revision/review date)</p>
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