

**College of Education**  
**Policies on Extramural Grant and Contract Budgets**

**Amended and Accepted: August 14, 2015**

Faculty members in the College of Education (COE) are encouraged to pursue grants or contracts from public agencies and private foundations to support their research, teaching, or professional outreach activities. However, it is also expected that faculty members who hold tenure-track positions and who have obtained extramural funding have an obligation to continue to contribute to the meeting the mission and goals of their home department, the college, and the university.

Tenure-track faculty members who seek extramural funding:

1. Must communicate their intent and planned scope of work first with their department chair.
2. Must have their FTE commitment to a grant or contract approved by his/her department chair prior to the submission of the grant or contract.
3. Will work with the Office of Faculty Research and Support to prepare, submit, and manage grants and contracts, including adhering to College and University processes and policies.
4. Must attain a commitment in writing from the chair to any course buy-outs, time releases, and/or salary replacement pre-proposal submission. This agreement may further be negotiated between the faculty member and current chair post-award based on circumstances and department needs.
5. May not commit more than .75 of their Full Time Equivalent (FTE) to any single grant or contract, or any combination of grants or contracts; and
6. Must maintain a minimum teaching load of two courses per academic year.

Prior to approving any requests for course buy-outs, time releases, and/or salary replacement, chairs will consider:

1. Departmental needs
2. Individual faculty needs
3. Availability of sufficient resources

The following sections describe the specific policies that have been adopted by the COE Leadership Team concerning extramural funding.

**Fiscal Support for Grants and Contracts**

The costs for conducting *all* of the activities of a grant or contract *must* be included in a grant or contract budget. These costs include, but are not limited to,

1. Salary and fringe benefits for faculty members who will commit a portion of their FTE to the operation and management of the grant or contract;

2. The salary and fringe benefits for all grant staff (except for grant budget and secretarial support) necessary for the operation and management of the grant or contract;
3. Salaries and benefits for all research or teaching assistants;
4. Student stipends or tuition support;
5. Local and national travel;
6. Supplies and materials;
7. Administrative support, if allowed;
8. Equipment;
9. Indirect Costs; and
10. Subcontracts.

Contributions or in-kind financial matches by the faculty member's home department, college, or university are not allowed unless they are required by the funding agency or foundation. In addition, all in-kind, financial or otherwise, matches must be pre-approved by the cognizant department chair.

### **Full Time Equivalent (FTE) Commitment**

University policy requires that each grant or contract have a designated Principal Investigator (PI) who has programmatic and fiscal responsibility for all grant or contract activities. The minimum FTE commitment of a faculty member who is serving as a PI on a grant or contract is .05 FTE. The maximum allowable FTE commitment of a COE faculty member serving in any capacity on a grant or contract is .75 FTE. A faculty member's FTE commitment on any grant or contract should be based on the actual number of days per year that s/he will dedicate to completing the proposed project activities. As indicated above, the grant or contract budget must include the salary and fringe benefit costs of this FTE commitment.

The minimum FTE commitment for PI's on grants or contracts that will operate during the summer semester is two weeks. Faculty members who have no FTE committed to their department, the college, or the university during the summer semester may commit up to 1.0 FTE to a grant or contract. As indicated above, the grant or contract budget must include the salary and fringe benefits costs of this FTE commitment. A faculty member's compensation during the summer semester is based on his/her contracted salary during fall and spring semesters. Faculty member's salary during fall, spring, and summer semesters may not exceed their Annual Base Amount (ABA) as calculated by the university accounting office.

The home department retains control of 60% of the salary and fringe benefit funds recouped from a faculty member's FTE commitment to a grant or contract. The Dean's will recoup 40% from a faculty member's FTE commitment to a grant or contract. It is important for faculty members to understand that these are state dollars that have been allocated to the College and department to carry out its' primary research, teaching, and outreach functions. Departments are required to use these funds to offset the costs of paying auxiliary faculty or staff to carry out the teaching, service, or administrative

activities that a faculty member has been released from to meet their obligations on a grant or contract. The College will use these funds to pay for additional costs incurred to support the operation of the grant or contract (e.g., grant budget administration or secretarial costs).

When circumstances allow, departments are encouraged to use recouped salary and fringe benefit funds to recognize the efforts of PIs to obtain extramural funding and to support their research and teaching activities.

### **Teaching Release**

Faculty members who have committed a portion of their FTE to grants and/or contracts *may be released from a maximum of two courses per academic year*. In determining faculty release time, a full teaching load is defined as four courses per academic year (e.g., 2 courses per semester). The determination of the number of courses that a faculty member may be released from is based on the following formula:

1. .15% FTE commitment = one course release.
2. 30% FTE commitment = two course release.
3. Exceptions to this policy must be approved by the Department Chair in consultation with the Associate Dean prior to the grant submission. Such exceptions will only be approved when the Department Chair and Associate Dean determine that a faculty member's additional teaching release is in the best interest of the department, the college, and/or the university. The faculty member seeking a release for more than two courses per academic year must present a detailed explanation in writing prior to the proposal submission to the Department Chair as to why an exception should be made to this policy.

### **Individual Faculty Member Access to Release Funds from Externally Funded Projects**

The use of release funds to the department generated by a faculty member's FTE commitment to a grant and/or contract must be negotiated with the department chair prior to the execution of the grant. Approval of such requests is contingent upon:

1. The department operating under a balanced budget;
2. Departmental needs, including but not limited to, whether the faculty member's FTE reduction is sufficient to offset the department costs for the faculty member's teaching release, and any costs incurred by the department for the operation and management of the grant or contract;
3. Individual faculty needs; and
4. Availability of sufficient resources.

Negotiations for the use of released funds by the faculty member may include, but are not limited to, partial support of summer salary not covered by the grant, scholarly travel, additional graduate/research assistants, or research materials. The faculty member and

department chair must develop a written Memorandum of Understanding (MoU) that specifies the amount of release funds to be made available to the faculty member, the specific purposes for which these funds may be used, and the timeline for expending these funds following the project period.