

POLICY ON RESEARCH RELEASE

Policy

Faculty are encouraged to engage in research or other activities that bring positive recognition to the University. This may include:

- Participating in research or training projects funded by external sponsors.
- Accepting a position with a governmental agency under the Intergovernmental Personnel Act (IPA).
- Accepting a fellowship sponsored by another institution.

These activities may result in all or a portion of a faculty member's compensation being funded by an outside agency, thereby allowing general operating budget funds to be released for other purposes. To provide an incentive for faculty to engage in these activities and to include a portion of their budgeted effort in their funding request, the school will be permitted to use any compensation savings (salary plus fringe benefits at the C Fund budgeted rate) in the fiscal year they are realized under the following conditions:

- The allocation of salary expense to a grant is consistent with sponsor and University policies regarding allowable costs.
- The Change-in-Status (CIS) form allocating compensation to a grant or fellowship should generally be submitted prior to the effective date of the allocation. CIS forms allocating salaries to grants should be submitted to the Office of Research Services (ORS). CIS forms allocating salaries to fellowships should be submitted to the University Budget Office. CIS forms submitted by a school more than 60 days after the effective date of the allocation will not be eligible for research release, unless the delay in submitting the form is the result of the actions or inactions of core offices or the sponsor. At the end of the fiscal year, CIS forms allocating compensation to a grant or fellowship for the month of June must be submitted by June 15 in order to qualify for research release.
- The salary of the faculty member was included in the school's general operating budget.
- The savings are first used to provide for any incremental instructional costs to cover the courses that the faculty member would have taught during the year.
- The Dean approved the application for a fellowship in advance and the approved application was reported to the Executive Vice President for Academic Affairs.

Schools will no longer be permitted to transfer research release funds to R funds.

Procedure

Because amounts budgeted for faculty salaries cannot usually be spent for other purposes, a school must submit a request for a budget transfer to the University Budget Office if it intends to use released funds for purposes other than faculty compensation. This includes:

- Allocating to specific expenditure accounts (e.g., equipment, travel, etc.).

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- Allocating to account 52901 (Budget Reserve) if the school wishes to defer a decision about how the funds will be spent until later in the year or to use the funds to offset operating deficits in the current year.

The transfer of budget authority to a non-compensation account will be made on a one-time basis, for the current budget year. In the following year, the funds will be restored to the appropriate compensation accounts.

The request should include:

- A copy of the approved Change-in-Status (CIS) form documenting the release signed by the appropriate authorizing officials in the school.
- A budget journal identifying the budget generating the release and the budget(s) and account(s) where the released funds will be spent.
- The approval of the Dean.

To facilitate tracking the use of released funds, schools should submit requests to transfer budgeted funds to non-compensation accounts to the University Budget Office in accordance with the following schedule:

- By November 15 for research release pertaining to July and August and the Fall semester.
- By March 15 for research release pertaining to the Spring semester.
- By June 15 for research release pertaining to the month of June.

The University Budget Office will process the requests in the month they are received. June 15 is the final date for qualifying for research release. While schools may continue to process Change-in-Status forms to transfer salary expense to a grant after that date, the budgeted funds released as a result of the transfer will not be made available to the school.

Effective Date

This policy is effective immediately.