

Guidelines for Time and Effort for a Dean on Sponsored Projects

Approval from the Provost's office for a Dean to work on a sponsored research project is required prior to a proposal being submitted. The maximum amount of effort that will be allowed for a Dean to work on a sponsored project will be 20% of their 12 month appointment. If this effort is approved, the Dean will need to request that 20% of their salary plus benefits be built into the proposal budget. **This will not be supplemental pay.** This will be considered a buyout of some of their administrative responsibilities during the specified 12 month period and that portion of their pay will be charged directly to the sponsored project (fund 500).

On sponsored projects, cost sharing is only acceptable in a budget when the RFP states it is mandatory. If the Dean's time is to be considered cost sharing,(which means that the grant does not cover the salary), approval from the Provost office is required and that portion of the dean's salary will need to be transferred into a fund 120 which is the cost sharing line of the sponsored project.

Guidelines for Time and Effort for Associate Deans on Sponsored Projects

Associate Deans can only have effort on a sponsored project during two summer months only. This will be considered additional (supplemental) salary, not a buyout. The salary and fringe for the effort during the summer will need to be built into the proposal budget.

Buyout for the Associate Deans will only be for their academic year faculty responsibilities which will be based on our 1/6 rule. The salary and fringe for the effort during the academic year will need to be built into the proposal budget. Buyout for their courses will still need to be approved by the Chair.

On sponsored projects, cost sharing is only acceptable in a budget when the RFP states it is mandatory. If the Associate Dean's time is to be considered cost sharing,(which means that the grant does not cover the salary), approval from the Provost office is required and that portion of the associate dean's salary will need to be transferred into a fund 120 which is the cost sharing line of the sponsored project.

A reminder: Voluntary cost sharing on sponsored projects is not allowed.