

## Guidelines for the Faculty Summer Salary Release

### ***Guidelines***

The purpose of this guide is to encourage the accurate charging of time and effort associated with a faculty member's externally-sponsored projects during the academic term. The guide is intended to help the faculty member generate salary release on state appropriated dollars and thereby allow them to apply for additional unrestricted funds during the summer term to write proposals, serve on committees, develop curriculum, or work towards other approved purposes consistent with the mission of the University of Idaho. Summer salary release is defined as state- appropriated salary dollars that are released from use for a specified faculty member because the salary is being charged directly to externally-sponsored grants, contracts or cooperative agreements.

### ***Eligibility Requirements***

- The salary release must be for the principal investigator and/or any co-investigators.
- The sponsored project must carry the full eligible F&A rate, unless an exception is granted by the Vice President of Research and Economic Development. Full eligible F&A rate means that the full F&A rate allowed by the sponsor has been charged.
- The funds may not be obtained from endowment, gift or other similarly restricted monies.

### ***General Guidelines***

- Funds released must be included in the General Education Budget and should not exceed 42% of the faculty member's academic year salary. This percentage, which represents the proportion of the Gen Ed Budget that is available for unrestricted carryover, will be adjusted on an annual basis as state appropriation and tuition rates change.
- If a faculty member's salary is paid from state appropriations other than general education (e.g., ARES, WWAMI, WI, FUR, IGS, etc.), the maximum amount of funds released under this program cannot exceed six weeks of their annual salary and must be expended prior to June 30 of each fiscal year.
- Under this program only, the percentage of salary released may not be greater than the research portion of the faculty member's workload described in their position description.
- Released salary under this program may only be expended on summer salary for the faculty member generating the release and must be used for approved purposes consistent with teaching, service and research activities.
- The intent is to provide two to four weeks of summer funding for non-grant activities although there may be exceptions.
- Salary charges to sponsored projects must be consistent with University policy and procedure and must only include compensation for effort actually expended and subsequently reflected in the effort report for the applicable academic period.

### ***Implementation and Reporting Requirements***

- A “College Summer Salary Release” account shall be established within each college as an “X” or General Education state appropriated budget. Each college is responsible for tracking the amount that the faculty member releases and uses.
- Faculty members must apply for the amount of research salary release they wish to utilize during the summer before April 30<sup>th</sup> each year. The department chair and dean must sign off on the amount and purpose of the release.
- Only salary funds and not the associated fringe benefits will be tracked in the account or activity code. However fringe benefits will be available from the central pool to support approved summer activity.
- Salary will be released under the policy only to the extent that savings have been realized and confirmed.
- Any unexpended funds remaining at the beginning of the subsequent fall academic term revert to the college dean.
- Thirty days after the beginning of the fall academic term, each college shall send the Provost and Vice President of Research a report itemizing released salary usage in their College Summer Salary Release account, and detailing those faculty members that utilized the release and the total release that reverted back to the college dean.