

KEAN UNIVERSITY

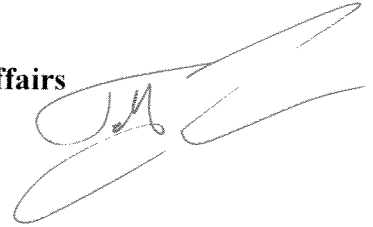
OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Policy Name: GRANT-FUNDED RELEASED TIME AND SUMMER SALARY

Approval Authority: Office of Vice President, Academic Affairs

Issued: July, 2008

Revised/Update: October 25, 2012



1. Policy Statement

This policy establishes the requirements of and includes the procedures for budgeting released time for grant-funded projects. This policy applies to all regular faculty of the University whose compensation is charged in whole or in part to an internally or externally sponsored project of any type (including non-federal sponsors) and/or who provide cost-shared effort to an externally sponsored project. It also applies to summer salary payments charged to internally or externally sponsored projects (including non-federal sponsors).

2. Reason/Purpose for Policy

This document describes the University's policy with regard to grant funded released time and summer salary payments.

3. Policy Applies To

This policy applies to all University regular faculty whose compensation is properly chargeable in whole or in part to an internally or externally sponsored project of any type.

4. Related Documents

Sponsor Policies

5. Contacts

- A. Office of Research and Sponsored Programs
- B. Vice President, Academic Affairs

6. **The Policy**

The University requires that released time or summer salary payment requests be fully supported in the budget for internally and externally funded projects. Grant-funded released time or summer salary will only be approved if the dollar amount is fully supported by the internally or externally funded project. Activity reports will reflect the distribution of activity expended by employees.

- Released time will be calculated as a percentage of the academic base salary of a full-time faculty member and the required full teaching load of 24 credits. For example: A faculty member academic base salary is \$80,000 and is requesting 6 credits academic released time. 6 credits are 25% of the full teaching load of 24 credits; therefore 25% of the faculty academic base salary plus fringe benefits must be requested from the grant budget.
- Summer salary will be calculated at the current negotiated overload rate for the faculty rate plus fringe benefits.
- Anyone receiving released time from any internally or externally funded project cannot also receive overload payments during the academic year for teaching or research.
- Percent of effort used as cost share/match cannot be used toward released time or summer salary payments.
- Summer salary and released time can be paid from multiple funding sources and is based on the approved budgets of the funded projects.