

Winston-Salem State University
Policies, Procedures and Guidelines for Grant Release Time

I. Definition

Grant Release Time is generated when a full-time Winston-Salem State University (WSSU) employee under contract to the university works on a grant (during the fall, spring, and/or summer semester) and accordingly charges a portion of his or her salary to the grant. The release time funds (in the state funded position occupied by the employee) remain with the academic department where the employee is assigned. With funded research, a teaching faculty member must have at least a 25% teaching load each semester, unless an exception is required.

Release time begins at the time the official award notification has been received and the account has been established in Contracts and Grants. If this occurs several weeks after the semester begins, a replacement should be hired. The university will maintain a reserve fund in overhead to cover charges while waiting for grant funding once notification has been received.

II. Eligibility

Full-time employees (teaching faculty, administrative faculty, administrators, and staff) may be approved for Grant Release Time from portions of their responsibility to enable their participation in sponsored research or sponsored program activities at the university. Grant release time **must be** approved several weeks prior to the submission of the proposal to the Sponsored Programs Office (**use Pre-approval Form in Appendix A to this policy**). Approval for such release time is at the discretion of the department chair/immediate supervisor, with approval by the dean/director and Provost & Vice Chancellor for Academic Affairs. Approval is based upon the best interests of the university as well as the availability of funding to offset the hiring of adjuncts, graduate assistants, undergraduate assistants, staff, or faculty that may be necessary to fulfill part of the normal teaching, academic support, or administrative assignment of the university employee working on the project.

Teaching Faculty Release Time

In each academic department, the department chair makes teaching assignments so that the average teaching load for a full-time faculty member is 12 hours per semester; teaching assignments are not to exceed 15 hours or the equivalent.

Faculty who wish to be released from a three-credit-hour course during a semester must request 25% of their regular base salary (12.5% of their academic year

salary) and associated fringe benefits from an external funding agency to secure this release time.

Faculty who wish to be released from a four-credit-hour course during a semester must request 33% of their regular base salary (16.5% of their academic year salary) and associated fringe benefits from an external funding agency to secure this release time.

For release time less than the equivalent of one three- or four-credit course, see Appendix C for formula examples.

Administrative Faculty and Administrator Release Time

In order for individuals who have full administrative responsibilities to be released to provide administrative or technical oversight for a research project or sponsored program activity, the administrative faculty member or administrator must have included his or her percentage of effort and associated fringe benefits in the proposal for the amount of time he or she will participate in the project. A formula for calculating the dollar amount that is comparable to this percentage of effort is outlined in Appendix C.

Staff Release Time

One day per week is equal to 20% of an SPA staff member's time. Using this percentage as a base, the dean/unit head may determine how much time a staff member may devote to a sponsored project. Once a percentage of effort is determined and approved, this percentage is applied to the staff member's annual regular base salary to determine how much to charge an external funding agency for the staff member's release time and associated fringe benefits.

III. Use of Grant Release Funds

The department must use some of the state funds resulting from the grant release time for instructional faculty to support the work the faculty member left vacant by the grant release time allocated. The department chair may only use the resulting state funds to support adjunct faculty, graduate assistants, undergraduate assistants, or faculty overloads. Student assistants may be hired to provide supplemental instructional support including tutoring, grading papers, or conducting recitations. The department chair determines who will be hired using these funds. The funds may not be transferred to operational support such as supplies, travel, equipment, or non-personnel lines. In the case of administrative or staff grant release time, the state funds resulting from the grant release time for the university personnel must be used to hire someone to support the work of the administrative or staff personnel left vacant by the grant release time allocated.

University hiring guidelines must be followed in hiring replacement staff for the work left vacant by the PI/PD or Co-Principal Investigator (CI). Additionally, the PI/PD and/or CI should contact the Office of Sponsored Programs and Research regarding other policies that must be followed regarding the use of funds.

IV. Compensation

Full-time and part-time employment supported from sponsored program funds are time limited. Therefore, permanent salary support for a position cannot be supported from grant funds.

Teaching Faculty Compensation

Unless the grant specifically supports faculty instruction, reflected by the object code 1310, then faculty support on a grant should be budgeted using the 1110 object code.

Faculty working on a grant or contract during the academic period cannot earn more than his or her regular base salary from the grant for the academic year (August-May) or the specific contract period. Faculty members are required to charge to the grant that portion of their salary directly related to their work effort on the grant, per the approved budget.

Faculty on a nine-month contract may earn up to 3/9 of their academic salary for three months' employment during the summer, unless sponsor guidelines place additional restrictions on summer salary. Faculty cannot earn more than 1/9 of their academic salary for one month of summer employment. Example: A nine-month faculty member earning \$60,000 during an academic year may earn a maximum of \$20,000 during the summer, provided he or she has included 100% effort in the grant for three summer months. The \$20,000 maximum rate of pay for that faculty member for full-time summer employment is \$6,666.67 per month. Associated fringe benefits must be included.

Administrative Faculty and Administrator Compensation

Administrative faculty members administrators working on a grant or contract during the academic period cannot earn more than their regular base salary (whether they are on a 10-, 11-, or 12-month contract) from the grant.

Administrative faculty members and administrators are required to charge to the grant that portion of their salary directly related to their work effort on the sponsored project, per the approved budget.

For summer salary, administrative faculty members and administrators are compensated in a similar fashion as the teaching faculty members are, but based on the length of their contracts. For example, a ten-month, eleven-month, or twelve-month administrative faculty member and administrators may earn up to

1/10, 1/11, or 1/12, respectively, of his or her regular base salary during one summer month.

Staff Compensation

Staff members working on a grant or contract will be compensated for the percentage of effort that they participate on the sponsored project, per the approved budget.

NOTE (PERSONNEL BUDGET ACTION FORM): At the beginning of a new budget period or when an account number has been changed, a new Personnel Budget Action Form must be prepared reflecting the new account number and the effective date of action. This provides an audit trail for the funding source(s) of the salary of the university employee, and the salary will be charged to the appropriate account(s).

Faculty working on a grant during the summer must prepare a Personnel Budget Action Form to indicate the employment period and the monthly rate of pay, which cannot exceed 1/9 of their regular base salary.

At the end of the grant, a Personnel Budget Action Form must be prepared by the PI/PD in consultation with the chair/director to return the university employee to 100% on state funds or to identify a new salary funding source.

NOTE (CERTIFICATION OF TIME AND EFFORT REPORT): Work performed as a result of release time must be documented in the following manner: the Certification of Time and Effort Report must be completed and filed monthly with the Office of Sponsored Programs and Research and the Office of Contracts and Grants as documentation of effort worked each month throughout the life of the grant.

Replacement Personnel such as teaching faculty, administrative faculty, administrators, and staff members who are hired to assume teaching or administrative responsibilities for university personnel must be hired using the state funds resulting from approved release time. Compensation for the replacement faculty will be calculated on a per-course basis using the established rate of pay for that course in the department. Part-time administrative salaries for personnel other than teaching faculty will be calculated on the basis of the administrative functions that are performed and will be consistent with the percentage of approved release time in the grant.

NOTE: Compensation for the replacement faculty or staff is not the requested salary in the grant.

The Office of Sponsored Programs and Research will contact the Project Director/Principal Investigator (PD/PI) three months before termination of the

grant to determine the intent of completing the grant by the original termination date or the need for an extension. If the grant will be completed per the original termination date, any 100%-grant-funded positions must be terminated if no other funding source is identified. If the grant is to be extended, then the PD/PI must ensure that the appropriate amount of salary, benefits, and indirect costs must be in the grant to continue the person(s) employment. The PD/PI is responsible for completing the appropriate forms, including a Personnel Budget Action Form to remove the person(s) from the payroll or continue their employment.

V. Business Processes (Assumes that the appropriate % effort and release time is included in the grant):

At the beginning of the development of a grant funded proposal and budget, the prospective PI or CI should complete the Internal Proposal Processing (IP) form and complete the Grant Release Request/Pre-approval Form (Appendix A) listing all effort proposed by the university employee in order for release time to be considered. If there is a need for space, in-kind or matching costs that are required to implement the project, the two forms should be signed by the appropriate administrators prior to the development of the proposal. A Pre-proposal Grant Release Time Form should be signed by the department chair or supervisor and other administrators, as is appropriate. After this has been done, the proposal writer should complete the development of the proposal.

After the notification of the award has been received and the budget established by Contracts and Grants, prepare personnel budget action form to indicate the appropriate funding source(s) for the university employee's salary and the correct percentage for each source (state funds and grant funds) during the course of the sponsored program activity.

NOTE: The personnel being released to participate on the grant will be paid the dollar amount for the percentage of effort that was approved in the proposal budget. The released state dollars will be used to hire replacement personnel.

Attach a copy of the award notification, the pre-proposal grant release approval form, and the Grant Release Request/Approval Form to the Personnel Budget Action Form and forward to the appropriate departments for signature. Send a copy to the Office of Sponsored Programs and Research. Office of Contracts and Grants will receive the forms in order to charge the grant for the PI or CI's salary.

Appendix A
Pre-Approval Form for Grant Release Time

Classification of Employee seeking Grant Release Time Approval:

- Teaching Faculty
- Staff
- Administrative faculty (chair, dean, director)
- Administrators

Name: _____

Title: _____

Home Department: _____

Annual Salary: _____

Length of Contract: _____

Date of Contract Period: _____

- 9-month
- 10-month
- 11-month
- 12-month

Proposed Beginning Date of Release: _____

Proposed Ending Date of Release: _____

Proposed Percentage time to be released: _____

% Release Time for Existing Grant Award: _____

Name of Funding Agency and Project of Existing Grant Award: _____

Current Teaching Load (without release time): _____

Approved Teaching Load: (if release time approved): _____

Estimated total funding Generated (amount & source) through Requested Activity: _____

Funding to be requested to Offset Release Requirement (% salary plus benefits): _____

Funding Required for Reassignment of Teaching Load: _____

Nature of Request for Reassignment of Time:

Contributions of this reassignment to University Strategic Priorities:

Describe additional space needs for project, if not available in department: _____

Does the grant proposal require in-kind support? If so, describe and provide the amount and the source of funding. _____

Is cost matching required? If so, describe and provide the amount and the source of funding.

Signature of: _____

Date: _____

(Teaching Faculty, Administrative Faculty, Administrator, or Staff Member)

Statement of Policy:

All signers understand that the teaching faculty member, administrative faculty member, administrator, or staff has been approved for a specific percentage release time to work on the sponsored research or sponsored program project. The funds that are released are state funds that fall under the authority of the department chair or immediate supervisor. The department chair/immediate supervisor will release the faculty member/staff member and will use the state released funds to hire an adjunct or personnel to complete the regular released work of the teaching faculty or staff member.

Approvals (check all that apply):

- (a) grant release time
- (b) additional space
- (c) in-kind costs
- (d) matching costs

Approved: _____ Date: _____ Items _____
(Department Head—a, b, c, and/or d)

Approved: _____ Date: _____ Items _____
(Dean/Director—a, b, c, and/or d)

Approved: _____ Date: _____ Items _____
(Assistant Provost for Administration & Planning/Academic Affairs/a, b, c, and/or d)

Approved: _____ Date: _____ Items _____
(Associate Vice Chancellor for Facilities/Space Only)

Approved: _____ Date: _____ Items _____
(Vice Chancellor for Finance and Administration/b, c, and/or d)

cc: Director of Sponsored Programs and Research

Appendix B
Grant Release Request/Approval Form
(Attach Pre-proposal Grant Release Form, Personnel Budget Action Form and a copy of the Award Notification)

Classification of Employee seeking Grant Release Time:

- Teaching Faculty
- Staff
- Administrative faculty (chair, dean, director)
- Administrator

Name: _____ Title: _____

Home Department: _____ Annual Salary: _____

Length of Contract: _____ Date of Contract Period: _____

- 9-month
- 10-month
- 11-month
- 12-month

Beginning Date of Release: _____

Ending Date of Release: _____

Percentage time to be released for this award: _____

% Release Time from Other Grants: _____

Agency and Name of Other Project(s) _____

Current Teaching Load (prior to release): _____

Approved Teaching Load: (after all release time tallied): _____

Nature of Request for Reassignment:

Contributions of this reassignment to University Strategic Priorities:

Location of Sponsored Project (Building and room number): _____

Total and % in-kind costs, if any: _____ Source of Funding: _____

Total matching costs, if any: _____ Source of Funding: _____

Funding Generated (amount & source) through Requested Activity:

Funding Required for Reassignment Teaching Load:

Funding Available to Offset Requirement (Amount & Account Number):

Signature of: _____ Date: _____

(Teaching Faculty, Administrative Faculty, Administrator, Staff Member)

Prior to reassignment of any faculty member, approval must be obtained by all of the appropriate supervisors up to and including the Provost & Vice Chancellor for Academic Affairs:

Statement of Policy:

All signers understand that the teaching faculty member, administrative faculty member, administrator, or staff has been approved for a specific percentage release time to work on the sponsored research or sponsored program project. The funds that are released are state funds that fall under the authority of the department chair or immediate supervisor. The department chair/immediate supervisor will release the faculty member/staff member and will use the state released funds to hire an adjunct or personnel to complete the regular released work of the teaching faculty or staff member.

Approvals (check all that apply):

- (a) grant release time
- (b) additional space
- (c) in-kind costs
- (d) matching costs

Approved: _____ Date: _____ Items _____
(Department Head—a, b, c, and/or d)

Approved: _____ Date: _____ Items _____
(Dean/Director—a, b, c, and/or d)

Approved: _____ Date: _____ Items _____
(Assistant Provost for Administration & Planning/Academic Affairs/a, b, c, and/or d)

Approved: _____ Date: _____ Items _____
(Associate Vice Chancellor for Facilities/Space Only)

Approved: _____ Date: _____ Items _____
(Vice Chancellor for Finance and Administration/b, c, and/or d)

cc: Director of Sponsored Programs and Research