Administrative Policy for Faculty Reassigned Time for Grants

August 28, 2009

The default rate for calculating per-credit cost for faculty reassigned time for grants and contracts is **Assistant Professor, Step 1 including benefits**.

The cost per credit for faculty below this rank will be their actual academic year salary plus fringes, divided by 24.

The default rate can be superseded for grants and contracts from agencies with the following conditions:

1) Those proposals with guidelines specifically limiting the allowable cost for reassigned time to an amount less than the default rate; a copy of the proposal guidelines can be used for internal approval in lieu of *a priori* approval by the Provost.

2) Those proposals with no specified limit on reassigned time (e.g. NSF, NIH and other Federal agencies), in which case the cost per credit for reassigned time should be computed from the faculty member’s actual academic year salary plus fringes, divided by 24.

   a. For grants and contracts with no specific limitations on the cost of release time, but with caps on the size of the award, the default rate can be requested as part of the internal approval process in order to enhance the competitiveness of the proposal. The Provost’s approval is needed.

In order to further encourage grant proposal production by the faculty, exceptions can be made to the above policy in specific cases, but must be approved by the Provost prior to submission of the grant/contract proposal.

This policy will be reviewed in three years, so as to note its effectiveness and make changes as needed.