

Grant Based Salary for Faculty

Depending on the agreement with the granting agency, faculty salary from a grant may take any of the three following forms:

Academic year (subvention)

The grant pays a portion of the academic year salary (usually commensurate with the percent of effort committed in the research proposal). This applies to full-time faculty (FTF) only, usually a Principal Investigator (PI), co-PI, research associate, and any FTF working on a particular research project. Depending on the faculty contract type (academic year vs. year-round), the amount charged to the grant should be calculated based on the following:

- a) For faculty charging academic year effort to a grant, the amount should be the result of multiplying the faculty member's total salary by the percent of effort.
- b) For faculty with an administrative appointment charging academic year effort on a grant, the amount shown in the grant budget should be calculated on the total salary (base plus administrative). This will result in an estimate of the percent of effort needed to conduct the work as shown in the grant budget that is less than the percent of effort when applied against the faculty member's academic year salary.

Supplemental Salary

Supplemental salary payment during academic year

In rare cases, LUC faculty (FTF or PTF) may be paid in addition to their regular salary for contributing to a grant-based research project per the following restrictions:

- a) The work is outside the scope of their normal duties (e.g., instructional faculty lends his or her particular expertise on a research project).
- b) Work done on the grant does not interfere with normal duties.
- c) Supplemental/overload pay from federal grants must have prior sponsor approval.
- d) Such supplemental pay is not considered part of the total salary for purposes of calculating academic year subvention or summer salary amounts.

Please consult with your College Coordinator in the Office of Research Services for other relevant policy issues regarding grant salary payments. Exceptions to the grant salary policy outlined herein may be approved only by the Provost.

Summer research salary

Consistent with sponsor requirements and the grant budget, salary for research conducted in June, July or August (i.e., outside the academic year), may be charged to the grant per the following guidelines:

- a) For faculty with a year-round administrative appointment of Associate Dean, Department Chair, or Director of a major center, the maximum allowed for all three summer months (June, July & August) is 1/9th of the total salary (base plus administrative), not to exceed 1/27th in any one summer month.
- b) For all other faculty, the maximum amount of summer salary that can be charged to a grant is 3/9^{ths} of the academic year base salary, if the sponsor allows.

Payroll processing for grant salary

If you are listed as Principal Investigator (PI) on a new grant award from which you will pay yourself or others, you must first meet with your Dean to review course reductions, budgets, salaries, etc. The next step is to coordinate with your College Budget Manager (see below for a list of Budget Managers) to initiate the electronic Payroll Authorization, an online approval process (Faculty Information System) authorizing grant salary charges. The Budget Manager will submit the form to the PI for sign off, followed by Chair/Dean, and then to Faculty Administration for payroll processing. Please note that because a PI must sign off on all grant salary charges, the responsibility of meeting with the Dean (and College Budget Manager) may not be delegated to anyone else. Also, if a PI recruits another full-time faculty member(s) to work on a grant, your College Budget Manager will coordinate the appropriate payroll charges to the grant.

College Budget Managers

Arts & Sciences – DiDi Galligar, ext. 8-3521, e-mail: dgallig@luc.edu

Business – Tatiana Narvaez, ext. 5-6122, e-mail: tnarvaez@luc.edu

Education – Andrew Ramos, ext. 5-6235, e-mail: aramos3@luc.edu

Law – Mike Patena, ext. 5-7127, e-mail: mpatena@luc.edu

Social Work – Tom Vloedman, ext. 5-7093, e-mail: tvloedman@luc.edu

Institute of Pastoral Studies – Joanna Pappas, ext. 5-7923, e-mail: jppapas@luc.edu

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