

2.2.9 Non-salary Reimbursement Rate Calculations for Faculty Time on Grant Submissions

This document is informed by the guidelines of external funders, including private foundations and corporations as well as public funders, and is in line with common practice at peer institutions. It does not replace other contractual expectations or *Faculty Handbook* articulations of faculty workload. It complements the policies articulated in Academic Administrative Protocols 2.2.7 *Tenure-track Faculty Workload Calculations for Federal Grant Submissions* and 2.2.8 *Adjunct Faculty Workload Calculations for Federal Grant Submissions*. Presented to the Deans Council October 26, 2016; posted for review November 3, 2016.

Background

Institutions of higher education charge external funders reimbursement rates for the time that faculty spend working on grant-funded projects. The rates that institutions charge to external funders, both public and private, vary depending on funder restrictions, the size of the allowable budget, and the aims of the project.

Within this context, there are two different rates that Saint Mary's may use to calculate the cost of reimbursement for faculty time:

1. Saint Mary's established rates for Federal grant submissions as defined in Academic Administrative Protocols 2.2.7 and 2.2.8. For tenure-track and salaried adjunct faculty, the rate is based on the faculty member's salary; for per-course adjunct faculty, an hourly rate is used. In all cases, the rate includes applicable payroll taxes and fringe benefits.
2. Saint Mary's overload rate. Many foundations and corporations will only support the overload rate.

Policy

1. Saint Mary's College will use its established rates for Federal grant submissions to calculate the cost of reimbursement for faculty time on a grant-funded project when both of the following conditions are met:
 - a) The funder allows the use of a rate based on full salary or, in the case of per-course adjunct faculty, an hourly wage rate; and
 - b) The project goals can be achieved within the funder's budgetary limitations while employing a rate based on salary or an hourly wage.
2. Saint Mary's College will use the overload rate to calculate the cost of reimbursement for faculty time on a grant-funded project when the following conditions are met:
 - a) The funder does not allow a rate based on full salary or an hourly wage rate; and/or
 - b) Budgetary limitations imposed by the funder cap the effective salary or hourly rate such that project goals cannot be achieved within budgetary limitations while employing the salary or hourly rate.

3. All requests for reimbursement must be approved by the relevant dean / vice provost and the provost.

Rationale

Faculty time is valuable both to Saint Mary's College and to external funders. It therefore benefits faculty, students, and the College to charge external funders the full salary-plus-benefits rate when this is allowable. Scholarly and creative activities are also valuable to Saint Mary's College. It also benefits faculty, students, and the College to make possible the conduct of scholarly and creative activity in cases where the full salary-plus-benefits rate may not be charged, but an equitable rate may be charged that is based on existing College policies.