

Policy Name: Salary Release from Sponsored Program

Effective Date: 7/1/2013

University Division: Academic Affairs, OSPR

Definition: Salary Release from Sponsored Program; also referred to as Buy-Out

Faculty/Staff salary payment to the university through extramural funding (from awards made to the university by a sponsored program - agencies and third parties - for research, instruction, or public service projects) in order to partially release the employee from university responsibilities (research, teaching, service, or administrative duties) so that the employee member can spend this portion of their time and effort on the awarded research/project.

Terms: Salary Release from Sponsored Program

1. This policy applies to ULM faculty and staff.
2. This policy does not apply to supplemental salary or salary matched by the university.

Procedures: Salary Release from Sponsored Program

Pre-Award

1. Salary amount(s) is calculated by the PI based on the scope of the research/project. The proposal must include the requested salary amount(s), including fringe benefit costs, to be paid by extramural funds.
2. Effort calculation and cost must be approved internally via ULM Proposal Routing and Approving Forms <http://www.ulm.edu/research/forms.html>.

Post-Award

1. College(s) representative will update the faculty M-Form with account and salary breakdown information as provided by OSPR. M-

2. Faculty and staff are responsible for affirming effort conducted on the research/project to PI and OSPR via [Time and Effort Report](#).

3. Controller's Office, Grants and Contract's Division, reports employee salary pay for effort as directed by the sponsored program.