

College of Health Sciences
**GUIDELINES FOR PROPOSAL BUDGET DEVELOPMENT AND DISTRIBUTION OF
COLLEGE F&A**
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For the comprehensive set of federal, state, and university guidelines related to grant proposal budget development and indirect cost rates, please see the university Research Office website at <http://www.udel.edu/research/>. This document sets forth guidelines for proposal budgets and distribution of indirect costs within the College.

Proposal Budget Development

Through external funding mechanisms (grants, contracts or gifts) faculty may have part of their workloads supported by external sources and thus may be eligible to ‘buy-out’ parts of their normal workloads. These guidelines provide the general rules by which proposal budgets should be structured when the funding source will pay for faculty salary support. Exceptions to these guidelines may be requested of the CHS Dean’s Office.

Summer Salary Support

UD Personnel Policy 4-9 states in part:

Faculty members on academic year contracts may receive additional compensation for three months of summer work on sponsored research or summer teaching at a monthly rate not to exceed one-ninth of the base salary. The total compensation from all sources may not exceed three-ninths of the basic academic year salary for the summer months.

Correspondingly, faculty on fiscal year contracts may receive additional compensation for one month of summer work on sponsored research at a rate not to exceed one eleventh of the fiscal year salary.

Faculty members receiving full three-ninths summer compensation (one-eleventh for fiscal year contracts) have contracted for a full twelve month workload and have therefore forfeited vacation periods for that year (other than normal University holidays). Faculty members will be required to certify that they have not taken vacation during periods in which they are fully committed.

Academic Year Course “Buy-Out”

Faculty may allocate percent effort to one or more funded projects up to the percent of workload allocated to research/scholarship without buying out a course. For example, with a workload allocation of 40% research, up to 40% of a faculty member’s effort can be allocated to funded projects.

When the percent effort allocated to one or more funded projects exceeds the percent of workload allocated to research/scholarship, the faculty member must buy-out one or more courses. Buy-out of each three-credit course will be at a rate of 12.5% of 9 month salary (or 11 month base salary for professionals) per course. The total percent effort allocated to funded projects should not exceed the sum of the percent of workload allocated to research plus the sum of bought-out courses. For example, if the workload allocation in research is 40% and one course is bought out at 12.5%, percent effort allocated to funded projects should not exceed 52.5%.

Distribution of Indirect Costs

To provide incentives to academic units within the College, distribution of indirect costs from funded projects recovered by the College shall be allocated as follows:

College 68%

Department/School 28% (35% when the unit brings in at least \$1M in total external funding during the fiscal year)

To provide incentives to PIs, 25% of the indirect costs recovered by the department/school for each funded project shall go into a Supplemental Funding Account for the PI. In the case of more than one PI on a project, the amount shall be divided evenly among them. Co-PI's shall not normally be included. By agreement of department/school faculty, this incentive may be waived.