

## H&SS Grant Release Time Reimbursement Policy

State Policy requires that agencies recover full costs whenever goods or services are provided to other agencies. This policy applies to external granting agencies buying out faculty time for research. H&SS administration recognizes that the types of grants available to H&SS faculty generally have low or fixed funding limits as compared to NSF or other federal grants that will provide full cost funding for research projects. In effort to maximize external grant funding for faculty, H&SS has revised its policy and will adhere to the following guidelines for grant funded release time until further notice.

***Although the college allows for the compression of normal faculty workload (3 courses per semester + 6 units of service), when applying for grants, the workload reverts normal faculty workload (4 courses per semester + 3 units of service). Departments may not provide additional assign time.***

***In addition, a faculty employee with a full grant buyout for two consecutive semesters must return and teach, at a minimum, one course for the two immediately following consecutive semesters.***

### **External Grants that reimburse actual salary and benefits cost**

For every teaching unit reimbursed at actual cost, the Dean will match.

For these types of grants, the minimum buyout is 1.5 units for a single course release to a maximum of 6 units for a full semester buyout. The course match from the dean may be taken during the same or immediately following semester.

Here is a sample calculation for a 3-unit course release with match from the Dean.

Faculty salary of \$89,700 annually/\$7,475 monthly

$\$7,475$  (monthly salary) X 25% (% time released) X 6 months (semester pay) = \$11,213 salary

$\$11,213$  (salary) X 63.966% (or current CSUF benefits billing rate) = \$7,172 benefits

$\$11,213$  salary + \$7,172 benefits = \$18,385 total cost for **two** 3-unit course releases.

### **External Grants that do not reimburse actual salary and benefits cost**

The minimum H&SS will accept for a 3-unit course buyout is \$7,350. This rate is non-negotiable and applies only to external grants. There is no cost match support for this type of grant release.

$\$5,880$ (salary) plus \$1,470 (25% benefits) = \$7,350 per 3 unit course release

A full semester buyout is \$29,400 ( $\$7,350$  X 4 sections)

A full academic year buyout is \$58,800 ( $\$7,350$  X 8 sections)

Unless buying out a full semester, a faculty member must teach at least **one** section per semester **and** perform their 3 units of department service.

If you have any questions, please contact Pat Balderas.