

H&SS Grant Release Time Reimbursement Policy – FY24/25

State Policy requires that agencies recover actual 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 compared to NSF or other federal grants that will provide full-cost funding for research projects. 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 the contracted faculty workload (3 courses per semester + 6 units of service), when applying for grants, the workload reverts to the usual faculty workload (4 classes per semester + 3 units of service). Departments may not provide additional assigned time.

A faculty employee with a total grant buyout for two consecutive semesters must return and teach at least one course for the two immediately following successive semesters.

External Grants that reimburse actual salary and benefits cost

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

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

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

Faculty salary of \$109,188 annually/\$9,099 monthly
\$9,099 (monthly salary) X 25% (% time released) X 6 months (semester pay) = \$13,649 salary
\$13,649 (salary) X 74.21% (or current CSUF benefits billing rate) = \$10,129 benefits
\$13,649 (salary) + \$10,129 (benefits) = \$23,778 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 \$10,400. This rate applies only to external grants. There is no cost-match support for this type of grant release.

\$6,876 (salary) plus \$3,524(51.21% benefits) = \$10,400 per 3 unit course release
A full semester buyout is \$41,600 (\$10,400 X 4 sections)
A full academic year buyout is \$83,200 (\$10,400 X 8 sections)

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

If you have any questions, don't hesitate to contact Pat Balderas.