

How people can be budgeted and paid from grants

Weinberg Research
Administration
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What's different about being paid from a grant?

- Key Personnel salaries request must be written in at time of proposal, more flexibility with other salaries
- Funding will stop at budget year end date, so must be re-entered if continuing
 - For example, postdoc pay
- Not all account codes on sponsored project chartstring will be open
 - Depends on what was in proposal and what was awarded
- Subject to sponsor terms
- Associated with effort, which must be tracked
 - Exceptions: hourly pay & add pay
- Add pay is considered high risk, so must go through approvals at several levels. Result: very slow process; Recommendation: **AVOID IT!**

Faculty

Summer salary

- Evanston faculty have 9 month appointments, even though pay is spread out over 12 months
 - Terminology: academic months & summer months
 - If your PI is being included on Feinberg proposal, make sure their salary is correct
- If faculty work on the grant during the summer, they can charge effort to a grant
 - Written into budget at proposal stage
- NU Policy: can charge up to 2.5 summer months of salary on sponsored project
 - Sponsor policy might be different: NSF limits it to 2 months, whether academic or summer months charged

Faculty

Academic year salary

- Faculty can charge academic months salary to a sponsored research project
 - Terminology: academic salary recovery, or direct charge
- Faculty must work on grant during that period
 - written into budget at proposal time
 - effort will be tracked
- At end of fiscal year, the salary that was charged to grant is released to PI discretionary fund, along with fringe benefits that was charged to grant. (bonus!)

Faculty

Course buyout/buyback

- Salary is charged to a grant to release faculty from teaching in order to spend time on research
- Charge depends on teaching load
- Written into budget at time of proposal
 - must be approved by school and chair
- Faculty are expected to still be on campus and available to students
- Post-Award: PI must submit Course Buyout Request Form (online)

Faculty

Research Leave

- If a faculty member is eligible for leave, it can be increased by charging time to the grant
- With a research leave, faculty aren't expected to be on-campus
 - Collecting data, writing a book, etc
- Written in at proposal time, must be approved by school and chair
- Application now on-line!

Faculty

Emeritus Faculty

- They can serve as PIs on proposals and also get paid, according to faculty handbook
- Use last salary (ABS) to calculate rate. Can include 3% increase.
- Be aware, that OSR might say that it is not possible, but there is a way to do it. Contact us for more details.

Staff

Real life examples:

- Lab Technician
- Project Manager (hired at award stage, but mentioned at proposal stage)
- Departmental Program Assistant (moved from part-time to full-time due to award, HR needs to be involved, was budgeted for a full time position with fringe)
- Internal Consultant (consulting for project must be unrelated to NU job)
- Professional Exempts from other units
- Pay via
 - 60101 Professional Exempt
 - 60103 Secretarial-Clerical
 - 75010 Consulting

Postdocs

- 9 month, teaching
 - Appointments go through Mónica Russel y Rodríguez, Assoc Dean Lecturer Faculty
- 12 month, research
 - Appointments go through Shelley Levine, Asst Dir Grad Studies
- Both paid over 12 months
- Usually 1 year appointment, contingent upon performance and funding availability
- Minimum salary at NU for postdocs is \$47,476
- Fellowship or salary?

Graduate Students

- TGS Research assistant (60076)
 - Standard RAS tuition, min stipend (set by TGS), tuition must accompany salary charge on grant; stipend can be higher if dept has a different min
 - If sponsor does not allow tuition, then must get approval from TGS (on-line form), mark PRF accordingly (may be changing), and attach to Internal Docs in InfoEd
 - Considered academic personnel, effort tracked (PI s/b certifier)
 - Grad student fringe rate

Graduate Students

- Stipend (78050)
 - Used for fellowships
 - Stipend level may be set by sponsor- if lower than TGS min, the difference may have to come from non-sponsored funds
 - No effort
 - No fringe

Graduate Students

- Hourly Research Assistant
 - common in Humanities and Social Sciences
 - Salary is paid in addition to their TGS research assistantship via:
 - Add Pay (60120- Student Regular Wages) – NOT RECOMMENDED ON GRANTS
 - Temp Hire (60111- Temporary Wages)
 - Tuition NOT charged to grant
 - Effort is NOT tracked
 - needs TGS approval at post-award if:
 - Student will work more than 10 hours/week
 - Time period of service is more than one month
 - Compensation is \$600 total or more
 - Graduate Student Permission to Work Request Form
- Visiting pre-doc/post-doc appointments
 - Can receive supplemental pay but NOT from grants
 - Can receive a “living wage” from a grant

Misc

- Add Pay Definition
 - “additional compensation beyond their normal regular pay, under identified and approved special circumstances and conditions”
 - OSR reviews carefully (hesitant to approve, so NOT recommended)
 - all staff add pays may now undergo a high level review
- Honoraria
 - Pay as Consultant if not NU employee (75001 category)
 - Add Pay if Faculty (60063) or Staff (60102)
- Prizes and Awards
 - More common in Social Sciences/Humanities
 - Add pay if graduate student currently receiving salary
 - “prizes and awards” account code if not NU student, or if undergrad
- Undergraduates
 - Hourly wages

Personnel Definitions

- Vary by Sponsor
- NSF (see handout)
- NIH (see handout)
- Graduate, Postdoc Fellowships
 - Student/Postdoc can serve as PI (depends on Sponsor)
 - If non-S2S, you can list Student/PostDoc as PI in application, and the mentor as PI in InfoEd (no PI eligibility waiver needed)
 - If S2S (NRSA), student/Postdoc is listed as PI at time of submission in InfoEd; at award stage- the mentor becomes the PI in NU system

At Proposal Time...

- Consultant? SubK?
 - Discuss with PI to clarify
 - What are the deciding factors?
 - If named, consultant must provide letter with rate and service provided at proposal time.
- NRSA Postdoc (F32 and T32)
 - Not an employee
- Postdoc or Lab tech?
- Salary or stipend?

At Proposal Time...

- Fringe benefits – not fully covered or not allowed by sponsor
 - Not necessarily considered cost share
 - Typically provide email from PI that fringe will be covered from non-sponsored account
- Don't be afraid to ask questions of PI, learn to say NO, get to know PI's portfolio

At Award Time...

- Double check PAS and GM045 to see if correct acct codes were open
- If an account code is not opened, but the expense was listed in the budget justification, you do not need to submit an ESPR. An email to GO with explanation is sufficient.
- Fringe benefits not covered – ASRSP can journal off at end of budget period
- Suite of account codes on federal RTC awards (see handout)
- Rebudget request needed, only if more than 25% change on budget line item