

# Research Policies

## **NO. 43: SUPPLEMENTAL INCOME FROM GRANTS AND GRANT SUPPORTED COURSE RELEASE**

The University seeks to support faculty members who submit grant or fellowship proposals to external funding agencies and encourages applicants to include in their budget requests an appropriate fraction of their faculty salaries. Providing that faculty members received the requisite approvals before submitting their proposals, they may receive additional compensation for grant-supported work, subject to the requirements imposed by the agency or foundation making the award. Details on specific agency, University, or Federal regulations may be obtained from the Office of Research.

## **COMPENSATION CHARGED TO GOVERNMENT SPONSORED RESEARCH PROJECTS**

Salaries paid from government sponsored research agreements must be consistent with salaries paid from University funds to Duquesne employees with similar titles, duties, and responsibilities. The use of funds for salaries is subject to restrictions, rules, and regulations of the sponsoring agency or entity. An individual's remuneration from a grant begins with his/her active involvement in the work supported by the agreement. The salary will continue to remain a proper charge to the agreement until the work on the project is terminated or the support discontinued.

## **COURSE RELEASE OR REDUCED LOAD FOR THE INVESTIGATOR OR OTHER FULL-TIME, EXEMPT UNIVERSITY EMPLOYEE**

With the approval of the respective Dean, investigators or other full-time, exempt employees may be allowed to reduce their workload with the University in order to pursue sponsored research. Funds required to compensate for the reduced load will be determined by the appropriate Dean and listed in the grant proposal budget. Upon funding of the grant, the predetermined amount will be transferred to the Investigator's department/unit to cover his/her vacated responsibilities as needed. To request a each three credit course release or its equivalent or reduced load, investigators must have external funds for the release equivalent to a minimum of twelve and one-half percent (12.5%) of their annual salary (including applicable fringes). Course release may be approved by the appropriate unit administrator and the Dean provided that sufficient faculty resources or staff resources is available to support the academic responsibilities of that school.

## **SALARY ENHANCEMENT FOR HOURLY EMPLOYEES (NON-EXEMPT PERSONNEL)**

Hourly employees may receive additional compensation chargeable to the grant project in accordance with HR policies if such work is performed in addition to regular working hours or if its performance during regular working hours creates an overtime situation.

## **STUDENT EMPLOYEES**

Duquesne University students may be employed on research projects and are paid at an hourly rate multiplied by hours worked weekly. Attention must be paid to possible financial aid and Internal Revenue Service limitations and regulations when budgeting wages for this classification. The investigator should consult with the Office of Research to determine student limitations.

## CONSULTANTS

Individuals who are not required to work regular hours for an extended period of time are treated as consultants. They are generally paid by the research project according to the terms of their consulting contract, rather than via an hourly wage or a biweekly University paycheck. They are not considered employees of Duquesne University. Therefore, no fringe benefits should be included into the budget to cover this group.

## FRINGE BENEFITS

Full-time faculty on nine-month contracts, earning summer salary from external grants awarded by government agencies or private organizations may participate in the University Retirement Plan during the summer in which the grant is in effect. Faculty and University contributions toward retirement will be identical to the percentages in effect at the time of the grant.

In all other grant requests, provided that no other specific guidelines are to be followed, fringe benefits must be included in the budget per the following:

<b>Fringe Benefit Rates</b>		
<b>Personnel Category</b>	<b>Federal</b>	<b>Non-Federal</b>
Faculty (12 Month)	7.65%	11%
Faculty (9 Month)	32.5%	40%
Students with Academic Full-Time Enrollment	None	None
Students with Part-Time Academic Enrollment, Multiple Jobs, or Summer Hourly	7.65%	11%
Postdoctoral Researchers	32.5%	40%
Full-Time Employees (Includes Release Time for All Current Faculty and Staff)	32.5%	40%
Part-Time Employees (25 Hours/Week or Less)	7.65%	11%

Exceptions to any of the aforementioned policies must be approved prior to submittal of the grant proposal and must be in full accordance with the regulations of the granting agency. If circumstances change after submission but before the grant is approved, a change in the arrangement will be made with the approval of the granting agency. Exceptions made by the Provost/ Academic Vice President will typically be made with the agreement of the administrator having supervisory responsibility for that Investigator.

Effective Date 7/1/17