

**Policy Name: Salary Release from Sponsored Program**

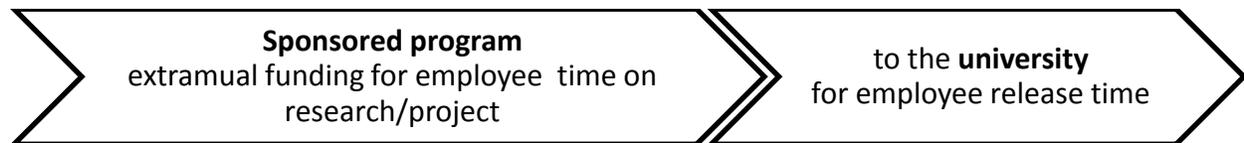
**Effective Date: 7/1/2013**

**University Division: Academic Affairs, OSPR**

***Definition: Salary Release from Sponsored Program; also referred to as Buy-Out***

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Faculty/Staff salary payment to the university through extramural funding (from awards made to the university by a sponsored program - agencies and third parties - for research, instruction, or public service projects) in order to partially release the employee from university responsibilities (research, teaching, service, or administrative duties) so that the employee member can spend this portion of their time and effort on the awarded research/project.



***Terms: Salary Release from Sponsored Program***

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1. This policy applies to ULM faculty and staff.
2. This policy does not apply to supplemental salary or salary matched by the university.

***Procedures: Salary Release from Sponsored Program***

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**Pre-Award**

1. Salary amount(s) is calculated by the PI based on the scope of the research/project. The proposal must include the requested salary amount(s), including fringe benefit costs, to be paid by extramural funds.
2. Effort calculation and cost must be approved internally via ULM Proposal Routing and Approving Forms <http://www.ulm.edu/research/forms.html>.

**Post-Award**

1. College(s) representative will update the faculty M-Form with account and salary breakdown information as provided by OSPR. M-Forms are to be completed immediately after the contract/grant/agreement is signed by all parties. M-Forms do not need to be post-dated to align with contract/grant/agreement start dates. M-Forms should be completed for the upcoming or next pay period, whichever pay period meets the Controller's Office deadlines. Calculation adjustments will be made so that the full salary and benefits is paid within the grant year, but will not necessarily begin on the contract date. (i.e. 12 month extramural funding may be spread over 10 months)

2. Faculty and staff are responsible for affirming effort conducted on the research/project to PI and OSPR via [Time and Effort Report](#).

3. Controller's Office, Grants and Contract's Division, reports employee salary pay for effort as directed by the sponsored program.