

**Number: 5.1**

<b>DESCRIPTION:</b>	<b>RESEARCH FACULTY SALARY SAVINGS</b>		
<b>RESPONSIBLE:</b>	<b>ADMIN&amp; FINANCE - CONSULT SMHS RESEARCH COMMITTEE</b>		
<b>PURPOSE:</b>	This process describes how salary savings from a faculty member's appropriated budgeted salary are utilized when a portion of that salary is paid by grants from a funding agency.		
<b>FREQUENCY OF REVIEW:</b>	Every 5 years <b>December 2024</b>		
<b>CREATED:</b>	November 2019 to collateralize and redefine an existing practice	<b>REVISED:</b>	November 2019

This process describes how salary savings from a faculty member's appropriated budgeted salary are utilized when a portion of that salary is paid by (temporarily moved to) grants from a funding agency. SMHS expects faculty to conduct research and encourages them to seek external funds for research. One way to promote faculty research activity is to ensure that external funds are used to the fullest extent possible to support the faculty member's research while building the research capabilities of the university and the school. The purpose of this process is to provide flexibility to recipients of external funds that enhance research, scholarship, service and creativity.

**Criteria:**

All SMHS faculty who receive salary support from a funded extramural grant that replaces the faculty member's appropriated salary in part or in full. Any exceptions must be granted by the Dean Note that appropriated salary savings, as discussed here, do not include fringe benefits.

**Process:**

Quarterly, the appropriated salary savings are moved to the Dean's office for temporary strategic uses. The savings are made available: 1/3 to the PI in local funds; 1/3 to the department in local funds. Use of the department's share of these salary return savings shall be left to department policy subject to approval of the Dean.

The above does not apply to salary savings that have been otherwise required by a faculty member's agreed upon offer letter or another previously executed document.

**This process does not apply to payment in salary also known as "Overload".** Salary payments as Overload assume it is not practicable to either continue with the previous workload commitments or to reallocate other previously committed workload. UND and SMHS have a process and form for Salary overload. UND policy notes Overload must be on a temporary basis not to exceed one fiscal year and not greater than 20% of contract salary. VPHA sign off and presidential approval is necessary for Salary overload.

The point of contact for clarification or concerns regarding this process shall be the Associate Dean for Admin & Finance.