

# IFR Course Buy-out Policy

## College of Arts and Sciences

Updated September, 2015

Buying out time refers to the practice of having an external sponsor of research buy a portion of the time/effort of a faculty member for the purpose of conducting the sponsored research. The College recognizes the importance of including course buy-out time into grants in order for faculty to devote time to research projects. This policy serves as a guide for determining appropriate course buy-out costs to be written into grants and for delineating the distribution of course release funds that are received through successful grants. Any variation from this policy needs to be discussed with the Dean's Office **prior** to grant submission. Departmental bylaws should be written to reflect and accommodate this policy.

### Course buy-out costs

To the extent allowed by the sponsor, investigators should request sufficient course replacement funds to cover the proposed percentage of effort on the grant. Also, IFR fringe benefit costs should be included in the request. In determining the course buy-out amount, the following standards are suggested:

- faculty salaries less than \$80,000: \$10,000/course replacement cost plus fringe benefits.,
- faculty salaries equal to or greater than \$80,000: 1/8 (12.5%/course), but no more than \$20,000/course replacement cost plus fringe benefits.

### Distribution of Course buy-out funds

The College continues to pay the faculty member's salary while he or she works on the project. Therefore, the standard distribution of funds received for course releases will be distributed 25% to the College and 75% to the Department

The Department is expected to use these funds for actual course replacement costs as approved through COEUS. It may use any remaining funds, according to departmental bylaws, at its discretion to foster research, scholarly or artistic activity in the unit. In the absence of bylaws to govern the use of these funds, the funds may be utilized at the discretion of the Chair to support departmental research activities. The College will use these funds to help support College activities including research and academic initiatives.

The principal investigator will request that the College's portion of the funds be "deposited" into the College's cost recovery IFR from the grant. The Department's portion should be "deposited" into the Department's cost recovery IFR. The Department will transmit the course-replacement information to the Dean's Office via established part-time instruction procedures.

**Note: All faculty are expected to teach a minimum of one course per year.**

### EXAMPLE:

Professor X is requesting funding for 1 course release and her salary is \$85,000 (figures do not include overhead charges of 15%):

\$10,625	-Requested to support one course release (1/8 of \$85,000 salary)
\$ 6,242	-Requested Fringe Benefits (federal rate = 58.75% )
<hr/>	
\$16,867	-Total requested through grant

#### Distribution:

\$ 4,217	-25% CAS IFR
\$12,650	-75% Department IFR

#### Departmental expenditures:

\$ 3,000	-Salary of replacement faculty
\$ 1,763	-fringe benefits for replacement faculty (federal rate = 58.75%)
<hr/>	
\$ 4,763	-Total expenditures by Department

\$ 7,887 - Balance retained in Department IFR