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