



## School of Medicine

### MEMORANDUM

**To:** Faculty and Staff, Wayne State University School of Medicine

**From:** Linda D. Hazlett, Ph.D., Vice Dean of Research and Graduate Programs

**Subject:** Policy - FACULTY SALARY ON GRANT APPLICATIONS

**Date:** February 13, 2017

---

The School of Medicine has a policy dating back to August 5th, 1987 which states that effort and salary charges to grants must be commensurate for faculty (tenured and non-tenured). This policy applies to all new and competing renewal grant applications, subject to agency policy. As agency language has changed in the years since the original issuance, language in the policy has also been updated to reflect the original intent of application. Enforcement of the policy will continue as it has in the recent past.

The rationale for, and the importance of, adequate salary cannot be over-emphasized and are necessary steps to help relieve the financial burden facing academic medical institutions. Additionally, this policy is directly in line with the University Resources Commitments policy issued in February of 1995, requiring appropriate approvals for all sponsored project activities involving University resources (faculty time, space, equipment, etc.).

As such, we request all School of Medicine faculty continue to adhere to this policy for any application submissions. If you have any questions, please do not hesitate to contact my office at (313) 577-9553 or email me at lhazlett@med.wayne.edu.

# School of Medicine Research Policy

TITLE: KEY PERSONNEL/FACULTY SALARY ON GRANT APPLICATIONS

ORIGINALLY ISSUED: August 5, 1987  
January 11, 1989  
June 1, 2000  
July 18, 2003  
January 17, 2013  
January 23, 2013  
February 13, 2017

---

## **Summary:**

Effort and salary charges to grants must be commensurate for all School of Medicine faculty with effort on grants, regardless of defined project role. This policy applies to all new and competing renewal grant applications, subject to agency policy.

The rationale for, and the importance of, adequate salary support cannot be over-emphasized, and are necessary steps to help relieve the financial burden facing academic medical institutions. We will continue to request that all faculty dedicating effort to sponsored projects be commensurate with effort on grants. The School of Medicine reserves the right to object to submission for noncompliance.

## **Process:**

Upon School of Medicine review of the grant application, all faculty and staff named on the research grant application must be included in the internal project budget with or without salary.

## **Procedure:**

The faculty salary and fringe benefits pro-rated to the time commitment planned for the project will be verified at the time of grant review by the SPA Office. Note: Effective 1/1/03, SPA will no longer provide this service on behalf of the School.

In some instances, you may request an "exception to salary commensurate with effort policy" due to the following reasons:

1. Sponsor policies that restrict or prohibit faculty salary recovery will be honored. Departmental cost sharing must be documented.
2. Under certain highly unusual situations, it may be reasonable for a P.I. to request an "exception-to-the-rule". This request must be justified, endorsed by the Department Chair, and submitted for review/approval by the Vice Dean for Research **prior to agency submission**. Note: If approval is granted, cost sharing will be the responsibility of the requesting Department.
3. Upon award, this policy may be further modified. For example, in order to adjust the faculty salary charges in-line with across-the-board funding reductions by the agency. In most instances, this policy would apply to federally funded projects such as NIH, NSF, etc. but may include other agencies that allow faculty salaries. Adjustment to salary charges will be

honored in-line with across-the-board funding reductions by the agency. Example: A proposal with a total annual budget of \$100,000 lists effort and salary at 20%. The agency funds the project at \$90,000 applying a 10% across-the-board reduction. The faculty effort remains at 20% but the salary charges to the grant may be reduced to 18% (20% less a 10% reduction). Departmental cost sharing must be documented for the difference in effort devoted versus salary/fringes charged.

4. Faculty salary charges to no-cost extensions. While it is normal practice for salary charges to be waived during a no-cost extension, each case is reviewed individually and requires approval by the Vice Dean for Research. Requests should be in the form of a memo which includes direct and indirect cost balances and provides a budget for the use of the funds to expiration of the extension period.
5. Institutionally external personnel on subcontracts who choose to dedicate effort but request no salary must provide documentation. This documentation may be a memo, email, etc. that clearly states that no salary compensation is expected from Wayne State University for the intended project, and must be uploaded to the internal application record (eProp, Cayuse, or whatever similar system is currently utilized by the University) at time of submission and review.

**Reporting:**

The assignment of faculty salaries will be monitored by the School of Medicine Fiscal Affairs Office. The Director of Fiscal Affairs and staff can provide instructions on the procedures to be followed and how the funds are disbursed.