

School of Medicine Research Policy

TITLE: PRINCIPAL/CO-PRINCIPAL INVESTIGATOR/CO-INVESTIGATOR
SALARY ON GRANT APPLICATIONS

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January 11, 1989
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January 23, 2013

Summary:

Effort and salary charges to grants must be commensurate for Principal Investigators (P.I.) and Co-Principle Investigators (Co-PI/Multiple PI). 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. Although not currently mandated, we strongly encourage Co-Investigator's salaries to be commensurate with effort on grants as this will affect their level of participation within the incentive program.

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 project budget with or without salary.

Procedure:

The PI/Co-PI's 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 P.I./Co-PI 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 P.I./Co-PI 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 P.I./Co-PI salaries. Adjustment to P.I./Co-PI 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 P.I. effort and salary at 20%. The agency funds the project at \$90,000 applying a 10% across-the-board reduction. The P.I. effort remains at 20% but the P.I. 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. PI/Co-PI salary charges to no-cost extensions. While it is normal practice for PI/Co-PI 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.

Reporting:

The assignment of P.I./Co-PI 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.