



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

ORIGINALLY ISSUED: August 5, 1987
January 11, 1989
June 1, 2000
July 18, 2003
January 17, 2013
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 RAS 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.