

College of Education and Human Development
GRANT BUYOUT RECOVERED SALARY DISTRIBUTION POLICY

Grant-active tenured and tenure-track faculty are eligible to receive a percentage of recovered salary funds from course/research buyouts for use toward other research activities. In order to qualify, the following criteria must be met: (1) [grant buyout worksheet](#) must be submitted by faculty member prior to the start of the semester in which the course or research release will be taken; (2) for course releases, the grant must provide a full 10% of the faculty member's current salary at the time of the buyout or the recovered salary funds will be retained by the college; and (3) the buyout must be approved by the faculty member's supervisor.

Course buyout: Each course buyout is 10% of faculty member's 9-month salary at the time the buyout is taken (this may be different from the amount originally budgeted in proposal, and this must be adjusted to receive recovered salary funds). These funds will be distributed as follows:

Distribution	Account
\$1500 to faculty member	faculty member's 3105 cost center (200 research function) or F&A
\$1500 to Department F&A	departmental 3105 cost center (200 research function)
\$3500 (or other set amount) to support NTT	transfer from DDM004 to department NTT
Remaining funds return to COEHD	DDM004 (400)

If documentation is submitted on time, distributions are made early in the semester following the course buyout.

Research Buyout: In most cases faculty are allowed to buy out up to 100% of their research time. With a research buyout, there is no course release. Faculty are expected to teach the courses as assigned in the workload agreement. These funds will be distributed as follows:

Distribution	Account
40% to faculty member	Faculty member's 3105 cost center (200 research function) or F&A
30% to department F&A	Departmental 3105 cost center (200 research function)
10% to ORU, if applicable	Center 3105 account (200 research function)
Remaining funds to COEHD	DGD001 (200)

A faculty member can buyout an amount of research effort up to the max percent of their research time (reflected in the workload agreement). For example, faculty on a 40-40-20 ("Balanced Distribution") can request a research buyout up to 40% of effort. Faculty on a 20-60-20 ("Research Intensive Distribution") can buyout up to 60% of research effort. Note that the fringe benefits associated with the percent effort bought out will also be expended from the grant with the research buyout.

For More Information:

Link to the main BSC page where all forms are located:

[Business Service Center | UTSA COEHD](#)

Direct link that takes you straight to the buyout form:

[Online Survey Software | Qualtrics Survey Solutions](#)

