

College of Education and Human Development

GRANT BUYOUT RETURNS, POLICY & WORKSHEET GUIDELINES

All documentation necessary for the course or research buyout must be approved. The process requires the submission of a **Grant Buyout Worksheet** (signed by the faculty, and by their Department chair for a course buyout) with other proposal documents in CAYUSE at the time of proposal routing. Faculty meeting the “5-2 Submission Rule” consistently and maintaining updated account reconciliations are eligible to receive a percentage of recovered salary funds from course/research buyouts for use toward other research activities.

Course buyout: Each course buyout is 10% of faculty member's 9-month salary.

Returned funds from course buyouts are drawn *from the faculty member's state instructional funds*. (Flat rate distributions to PI and Department of \$1500 are intended to reflect roughly 25% of course buyout amount based on the average faculty salary; also creates consistency and greater efficiency in fund distribution.) The remainder goes to College, part of which covers the costs of the FTT/adjunct teaching bought out course.

For Faculty	For Administrators
\$1500 goes to faculty member's research account	faculty member's 3105 cost center (200 research function)
\$1500 goes to Department	departmental 3105 cost center (200 research function)
remaining funds return to College	DDM004 (400)
Cost to support NTT (e.g., \$2500)	transfer from DDM004 to department NTT

Faculty members who bought out courses are expected to have an increase in their research activity/productivity reflected in their annual workload agreement. Expectations regarding publications, grant applications, intellectual property, research administration and student mentoring metrics may need to be increased, once effort allocated to project administration is accounted for. As a result, the workload agreement for that semester/academic year should be adjusted to reflect changes in teaching and research efforts. At this time, the cost for the course buyout does not vary as a function of the faculty member's workload distribution, but buyout requests must adhere to minimum teaching requirements. With the exception of approval from the Dean, there is **NO** course buyout for fixed-term faculty members since their teaching loads are specified in the faculty's appointment contract.

Research Buyout: Faculty are allowed to buyout their research time. A completed Buyout Worksheet (signed by the faculty) must be included with other proposal documents at the time of proposal routing through CAYUSE. Note that the fringe benefits associated with the percent effort will also be expended from the grant with the research buyout. With a research buyout, there is no course release. Faculty are expected to teach the courses as assigned in the workload agreement. Research buyout funds are drawn from the *faculty member's state research funds* and recovered salary is distributed as follows:

For Faculty	For Administrators
40% to faculty member	faculty member's 3105 cost center (200 research function)
20% to the Department	departmental 3105 cost center (200 research function)
IF in an ORU 10% to ORU (ATE, CAPRI, UEI)	Center (3105 account/ 200 function)
10% to the COEHD College - For faculty recognition and research support activities	DGD001 (3105 account/ 200 function)
20-30% to COEHD DEAN (20% if in an ORU)	DGD001 (3105 account/ 200 function)

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.



GRANT BUYOUT WORKSHEET

(Required with proposal for any grant-sponsored buyout of a % of faculty 9-month contract; not needed for summary salary)

Faculty Member Name:
Faculty Member's role on project (PI, Co-I, etc.): % commitment/effort on project (i.e., % effort tied to F&A allocation, not the % of time bought out):
Department:
Sponsor/Funder:
Project PI Name:
Project Title:
Proposal Deadline:
Anticipated Total Proposal Requested Funding Amount: \$ _____ and % of F&A applied to the Grant: F&A% = ___ 50%, ___ 26%, ___ 15%, or other: ___

Indicate here the semester/year(s) of each buyout(s)(add lines if needed), course to be re-assigned to adjunct faculty (course to be bought out) **or** % research time bought out (up to max % for research listed in faculty workload agreement), and/information pertinent to the duties investigator/faculty will perform on the project for that time period of the grant when course or research buyout(s) will occur:

Semester-Year/Course:	Research Project Duties Faculty/Investigator will Perform:
Semester-Year /Course:	Research Project Duties Faculty/Investigator will Perform:
Semester-Year /Course:	Research Project Duties Faculty/Investigator will Perform:
Semester-Year /Course:	Research Project Duties Faculty/Investigator will Perform:

Other information:

This form has been reviewed and approved by:

_____ Faculty Member name	_____ Signature	_____ Date
_____ Department Chair name (Chair signature required only for course buyouts)	_____ Signature	_____ Date

Upload into CAYUSE this completed form with other proposal documents 5 days prior to funder's due date.