

College of Arts and Sciences
Faculty Effort Management Policy
April 1, 2007

Faculty who receive some or all of their salary from federal grants must be paid an appropriate percentage of their salary from non-federal sources while writing new grant proposals or engaging in other University of Washington activities, such as serving on departmental or university committees or holding advisory meetings with non-grant-related graduate students. It is the College's expectation that the chair or director of a department or center will review faculty activities and ensure that when a faculty member is engaged in approved non-grant-related university activities, the faculty member is paid from a non-federal source of funds for the time spent on non-grant-related activities.

College Guidelines: Chairs and directors who have faculty in their units who receive most of their salary from federal grants should have regular meetings, quarterly at a minimum, with these faculty to discuss upcoming grant writing activities and proposed non-grant departmental or university activities. Through these meetings, the chair or director will determine when non-federal funds need to be available to fund salary to cover non-grant-related activities and will identify department, center, or program funds to support non-grant activity. The percentage of the salary needed to be paid by the unit from non-federal funds should be proportional to the amount of non-grant university activity. It is important not only that the proportions of grant and departmental funds used for salary be reviewed on a regular basis but also that faculty inform their chairs and directors if their situations change between these regular meetings.

Below are some examples of how a chair or director might manage different situations.

1. Professor A has a 1.0 FTE appointment with 100% of salary paid from grants. During a quarter of grant proposal writing, the chair and Professor A might agree that 5% is the appropriate amount of salary to come from non-federal sources. (The actual split will be determined based on the nature of the proposal or other approved non-grant activities).
2. Professor B has a 0.5 FTE appointment with 100% of salary paid from grants. (Note that faculty who are less than 1.0 FTE and have all of their salary paid by a grant or grants – e.g., 0.5 FTE paid entirely by federal grants – are 100% federal grant-funded and are subject to these guidelines.) For a quarter during which Professor B has proposal writing or other approved non-grant activities, there are two options: (i) temporarily supplement Professor B's funding with non-federal sources, raising the FTE to greater than 0.5, or (ii) replace part of the grant-related funding with non-federal sources. In case (i), Professor B continues to devote the same effort to the grant activities while adding new responsibilities; in case (ii), with Professor B's FTE fixed at 0.5, Professor B reduces grant-related activity and replaces it with other activities. In either case, the percentage of salary paid by the unit from non-federal funds should be proportional to the amount of non-grant university activity.
3. Professor C has a 1.0 FTE appointment with 80% of salary provided from grants and 20% from other sources. If the terms under which the 20% from other sources allow for non-project activities, then no other action is required, provided non-grant related activities do not exceed 20% effort. Otherwise, the unit would provide the appropriate amount of funds for those activities.

For faculty with 9-month state-funded appointments who receive federal funding to support summer research activities, these guidelines apply during any summer month when salary is provided from federal sources.