

MEMORANDUM

TO: Unit Administrators, Faculty & Staff, DASNR

FROM: Bob Whitson, V.P., Dean & Director, DASNR

DATE: March 2009

SUBJECT: Guidelines for uses of Recovered Salary, Division of Agricultural Sciences and Natural Resources

Background: Faculty members that are awarded grants or receive contracts for work conducted at OSU may choose to pay a portion of his/her salary from funds received from the grant or contract. The salary amount and associated fringe benefits costs must be allowable by the funding agency.

Salary Savings used for release time or project expenses. The faculty member must indicate in the original or a revised budget to the granting or contracting agency that his/her salary and associated fringe benefits will be paid using funds from the grant/contract. Ninety (90%) percent of the salary savings to OAES, OCES, or CASNR (but not including fringe benefits) as paid from the grant/contract will be returned to the faculty member's department. Uses may include:

1. Provide release time from teaching or other responsibilities for the faculty member if approved by the Unit Head;
2. Provide release time for state funded research personnel associated with the funded project if approved by the Unit Head;
3. Provide additional funding to be used for other direct costs (as defined under OSU Policy and Procedures 4-0135) including salaries, wages, graduate assistantships, equipment, supplies and/or travel.

Procedures: Notify the DASNR Fiscal Affairs office when a faculty member's salary funding source is to be changed. Recovered Salary funds may be transferred to the Departments at six month intervals. Notify the DASNR Fiscal Affairs office prior to using Recovered Salary funds to pay employee salary or wages.

These Guidelines for using Recovered Salary associated with DASNR Contracts and Grants supersede all prior DASNR Guidelines regarding uses of recovered salary. These Guidelines to be implemented effective 1 April 2009.