


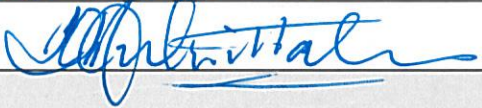


Policy Name	Grant Release Time
Policy Number	12000.024
Effective Date	TBD
Administrative Division	Division of Research and Federal Relations
Unit	Division of Research and Federal Relations
Policy Status	Interim

Certification of Approval of Interim Policy

This will certify that the above referenced policy is hereby provisionally approved as an Interim University Policy, and should be used as the appropriate policy for guidance and adherence to the above subject matter until a final policy for same has been approved and executed by the University President.

This Interim Policy is effective this the 1st day of July, 2018.

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Policy Number	12000.024	
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<u>Approved By:</u>	<u>Signature</u>	<u>Date</u>
General Counsel		9/13/18
Department Head		9/13/18



Jackson State University Policies, Procedures and Guidelines for Release Time

I. Definition

a. Reduction in Teaching Assignment

Faculty members are assigned courses to teach each semester. Exceptions to this include: faculty with extensive administrative commitments, faculty hired in non-tenure research faculty track, faculty on leave (such as sabbatical, military service etc.), faculty conducting major externally-funded research, or faculty with a temporary change in assignment, such as an appointment to an interim administrative position. The Department Chair and the Dean must approve any reduction in faculty teaching assignment. The Provost must approve the reduction for any faculty member, whose teaching assignment is reduced, as a result of extensive administrative assignments or leave.

b. Grant Release Time

Grant Release Time is generated when a full-time employee of JSU works on a grant and charges a portion of his or her salary to that grant. The funds for the release time remain with the employee's department. Faculty members who have funded research must maintain at least a 25% teaching load each semester, unless prior approval has been granted by the Provost's Office. All negotiated teaching loads must be (1) approved by the Provost's Office and (2) re-approved on an annual basis.

II. Eligibility of Grant Release Time

Faculty, administrators, and staff may receive approval for Grant Release Time from some of their usual responsibilities to permit them to participate in sponsored research at JSU. Obtaining release time for sponsored research participation requires approval at three levels. Initial approval for the release time is conferred at the departmental level, with additional approval then accorded by each of the following: the Dean and the Provost. Grant Release Time data will be used by the Provost's Office to ascertain appropriate and accurate faculty workload assignments and compensation.

To secure Grant Release Time from a 3-hour undergraduate or graduate credit course during the semester, faculty members must request that the funding agency provide 25% or 33% respectively of their regular base salary, plus fringe benefits.

III. Use of Grant Funds for Personnel with Grant Release Time

The department chair can only use funds saved on E & G through Grant Release Time to support: (1) adjunct faculty, graduate assistants, and undergraduate assistants, and/or (2) overloads specifically pre-approved by the Provost for faculty who are charged with performing work left vacant as a result of the allocated Grant Release Time. The use of these funds for any other purpose must receive prior written approval from the Provost's

Office, and approval will be done on a case-by-case basis. These funds cannot be transferred to anyone who is not supporting the work in the originating department. Moreover, Grant Release Time is restricted to salary support and must match the Time and Effort Report of the grantee.

IV. Compensation

Faculty, administrators, and staff whose work is supported by a grant or contract cannot earn more from this grant or contract than his or her regular base salary. The grant must be charged for that portion of the employee's salary directly related to the work effort on the grant's approved budget.

Faculty members with a nine-month contract can earn up to three-ninths of their academic salary for three month's employment during the summer, except in circumstances for which the sponsor's guidelines place restrictions on summer salary (e.g., the National Science Foundation allows only two months of summer salary).

V. Business Process

Prior to submitting any grant proposals, the PI must complete a Grant Release Time Pre-Approval Request Form, along with the Internal Routing Form. These forms must be submitted to the Department Head, Dean, Sponsored Programs, and the Provost prior to grant submission.

After receiving the grant award, the relevant department chair must prepare the Personnel Action Form (PAF) indicating the appropriate funding sources for faculty member's salary, and the percentage of salary support to be paid from each source. The following three PAFs must be submitted:

- 1) PAF for release time for grantee
- 2) PAF to reinstate salary of grantee
- 3) PAF to pay substitute personnel

If all the funds approved as release time are not spent, a copy of the originally approved release time PAF must accompany the next request. The remaining balance for this release time should be included in the comments section of the PAF.

PIs and Department Chairs must track Grant Release Time use and compensation throughout the lifetime of their grant(s) to ensure that all release time matches each grant's corresponding Time and Effort reports. Likewise, the Unit of Grants and Contracts and the Budget Office will track the release time for accounting as well as time and effort verification and validation purposes.

The PAFs must be routed to the Department Chair, Dean, Grants & Contracts, Division of Academic Affairs, then to the Budget Office.