

BAGLEY COLLEGE OF ENGINEERING OPERATING POLICY AND PROCEDURE
EOP 37
Academic Time on Research Proposals

PURPOSE

Many funding agencies permit faculty to charge academic time in addition to summer support on research proposals to support activities associated with fulfilling deliverables. Given that project PIs and coPIs perform project related duties over the course of the entire year, there is an expectation that investigators provide a fair balance of academic and summer time in their project budgets.

REVIEW

This EOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Bagley College of Engineering Administrative Council with recommendations for revision presented to the Dean.

POLICY/PROCEDURE

The following guidelines have been endorsed by the department heads in preparing proposal budgets when allowed by the funding agency.

- A 2 : 1 ratio of summer : academic time (for one month of summer, one-half month of academic time / release) is the base expectation for all grants
- Thus, for a full summer (3 months), 1.5 months of academic time should be budgeted
- Department heads have the final decision on approving / releasing their faculty from teaching obligations. However, as a rule of thumb, these are recommended guidelines:
 - 1/8th (or 12.5%) of the 9-month salary (1.125 months) of academic time is needed to buy out of a course
 - To buy out of a second course, the total release on all grants required would be 2.25 months (25% to the 9-month salary)
- Academic time budgeted in proposals is typically not permitted to be reallocated to support summer support unless there are extenuating circumstances
- Academic units are encouraged to develop policies to incentivize their faculty to participate in this and similar programs. As an example, a department may want to adopt a policy to return a portion of any release above 2.25 months to the investigator or develop another revenue sharing models (e.g., share of returned overhead)

APPROVED:



Jason M. Keith
Dean of Engineering

Effective June 13, 2023