

**Department of Pathology**  
**Guidelines for Faculty Salary Coverage from Grants/Awards**

Participation in intramural and extramural funded proposals is an essential part of the research mission of the department. The overall expectation for salary coverage from funded grants varies by faculty member depending on their position, job requirements and other assigned responsibilities. These expectations may be adjusted over time based on career focus, responsibilities, departmental goals, etc. These expectations should be established and reviewed at annual evaluations, or more frequently if needed, with both the Chair and faculty member's Division Director.

The following outlines guidelines for faculty salary coverage included in proposals at the time of submission through the subsequent administrative approval and funding of such proposals.

- Salary coverage from all funding agencies, for which it is allowed, is required by the Department in proportion to the effort required for effective performance of your responsibilities within the proposal.
- If a PI believes a decrease in effort from that submitted with the original proposal is required at any point during the grant period, it would require both Division Director and Chair approval.
- For those agencies that do not allow faculty salary coverage but require effort, approval for the necessary cost-sharing must be obtained from your division director and Chair prior to submission.
- Effort may only be decreased on a funded application from that originally budgeted if the faculty member has exceeded maximum salary coverage or unless the reduction is proportional to an overall reduction in awarded amount.
- No cost extensions require some faculty salary coverage to be maintained during the final period of the grant commensurate with effort.
- In the case of intramural grants/awards/pilots, salary coverage, where allowed, should be included commensurate with effort.
- In all cases, fringe benefit cost must proportionally accompany salary effort included on grants/awards/pilots, etc.
- All budgets, at the time of proposal submission, should be routed through the established divisional and departmental approval process. It is the responsibility of faculty to ensure faculty salary effort is included commensurate with effort. Departmental administrative staff may inquire as to adequacy of faculty effort to ensure all departmental, university and granting agency guidelines are followed prior to submission and at the time of funding.

The intent is to provide consistent guidelines and expectations regarding faculty salary effort as it relates to both internal and extramural grants/awards/pilots, etc.