

Summary: CSE-ORGS Research and Grant Guidelines

Refer to the CSE-ORGS Research and Grant Guidelines for details and a full explication.

CSE Proposal Submission Timeline

- At least **3 weeks** prior to submission notify the Dean, Associate Dean, and Chair. Indicate the funding agency, budget and any requirements for match, reassigned time, or reduced F&A. Dean will notify ORGS of approval to proceed.
- **After receiving this approval**, contact the [ORGS research officer](#) (contact person) assigned to your department.
- At least **2 weeks** (10 business days) prior to submission provide a detailed draft budget to your ORGS contact, who will work with you to develop a complete budget including justification and match or reassigned time.
- At least **5 business days** before submission deadline ensure the **complete proposal including final budget (with justification) and draft narrative** is in Cayuse. Initiate Cayuse routing.
- At least **3 business day** before submission deadline: provide **final proposal narrative** to Dean and ORGS.

If these deadlines are not met you will not be eligible for matching funds or reassigned time and your proposal may not be submitted.

CSE Research Incentive Funds

Purpose: Faculty will be able to utilize 75% of the net savings from academic-year salary and benefits covered by a grant or contract. Net savings is the amount remaining after replacement costs and any matching funds.

- Funds will be controlled by the college rather than placed in individual faculty accounts.
- Funds may be used for travel, supplies and equipment in accordance with university guidelines.
- Funds may be used to pay students or temporary staff provided funding is available at the time of hire.
- Funds may NOT be used for summer salary, supplemental pay or overload pay for regular faculty.

ORGS and CSE Guidelines for Grant Matching Funds and F&A (Indirect) Costs

- Match will only be provided when required by the funding agency or taken into account in funding decisions.
- Reassigned time is based on F&A minus any required match.
- Reduced F&A will only be approved where a federal or state agency or foundation specifically limits F&A.
- Any grant or contract with a for-profit company must include full F&A (currently 46.5%).

ORGS and CSE Faculty Reassigned Time Guidelines

Grant Supported Reassigned time: available for grants or contracts that include sufficient F&A costs.

- In all cases, reassigned time is **NOT automatic and** requires the **written approval** (via Cayuse) **of the Dean and VPRI before submitting the proposal**. Reassigned time cannot be negotiated after the award of a grant.
- Reassigned time equivalent to one 3-hour course may be provided for every \$20,000 in **net** F&A costs.
- Reassigned time will only be awarded in units of 1 course (3 hours).
- Grant-supported reassigned time should be taken during semesters that overlap the active period of the grant.
- Reassigned time for research is contingent on departmental commitment to meet their enrollment (SCH) goals and deliver their academic programs.
- The maximum amount of reassigned time is 6 hours per semester (faculty must teach a course each semester).
- Reassigned time is not allowed in semesters when the faculty member has volunteered to teach extra courses for additional pay (*e.g.*, on line).

Fixed-Price Contracts: Budgets for fixed-price contracts should be as realistic as possible and **include all costs** of doing the work, plus F&A. Budgets must be **approved by the Dean** before proposals are submitted.

Pre-Proposals: All preproposals must be routed through the ORGS-CSE proposal process.

Graduate Student Support: Graduate student support should be budgeted as full-time, calendar-year support, including tuition. Exceptions are allowed in specific circumstances (see the full Guidelines).