

Document Type: Policy

Retrieval Number: 11,027

Subject: Reassigned Time on Sponsored Programs

ORGS Office: Office of Sponsored Programs

CMU Partner Office (if applicable): N/A

Originator & Original Date: Melinda Brakenberry & Sarah Hall 2/11/2025

Annual Final Approval:

Applicable Area: Pre and Post Award; current faculty/staff

Revision Date(s) and Name of Editor:

Time of Annual/Biennial Review: January, annually

Date(s) of Review(s):

Published Location: K-Drive

Purpose:

To establish guidelines and best practices for the charging effort to sponsored programs.

General Background Information:

Reference Policy 11,026 Externally Sponsored Summer Salary for Faculty on Academic Year Appointments

Key Definitions:

Institutional Base Salary: The annual compensation Central Michigan University (CMU) pays for an employee's annual appointment, whether that individual's time is spent on research, instruction, administration, or other activities. This includes administrative supplements, but does not include overload, bonuses, honoraria, overtime, or other additional pay and compensation. For medical faculty and staff, with dual appointments, this may include, as appropriate, compensation from both CMU and an approved practice plan.

Narrative/Details: Faculty and staff with time commitments on sponsored projects must request compensation for effort expended utilizing their institutional base salary in alignment with [2 CFR 200](#).

Specifically, effort must be charged as a percentage of an individual's overall appointment and calculated based on their institutional base salary. In alignment with Policy 11,026, 10-month faculty's summer effort will be calculated based on the formula outlined for full time weeks of effort.

The proposal budget will be developed based on a staff or faculty member's appointment. The amount of reassigned time requested will be dependent on funder guidelines and other commitments of the faculty or staff member to meet their institutional responsibilities.

For instance, a faculty member teaching a 3 course per semester load has $\frac{1}{4}$ (25%) of their total time available for research and service. A one-course reassigned time for one semester would cost $\frac{1}{8}$ (12.5%) of the total academic year salary and benefits.

In managing a funded sponsored program account, compensation cannot be requested for anticipated effort and must be requested for the same time period during which the effort is applied. Personnel with committed time on sponsored projects cannot allocate greater than 100% effort against all paid scholarship including research, creative activities, and teaching. Any paid effort charged or matched on a sponsored project must be committed time and cannot conflict with teaching or be utilized during periods of paid leave.

Remedies

Charges for effort determined to be unallowable per this policy will be moved to a non-sponsored departmental account.

Exceptions

Exceptions for this policy may be granted by the Vice President for Research and Innovation, or designee, in alignment with other applicable university, federal, state, and sponsor regulations and any other necessary approvals.