

## 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).