



POLICY: Faculty Salary Savings

DATE: October 21, 2021 (Revised)

This policy applies to all units within the College of Arts and Sciences. The College policy is subordinate to related policies outlined in the [University of South Carolina Faculty Manual](#). In cases of inconsistencies between this policy and the university, state, or federal policies, the university, state, or federal policy rules are the final authority.

I. POLICY

Salary savings are generated when a full-time FTE faculty member charges a portion of their budgeted academic year or fiscal year salary to funds they have received from an external sponsor.

Research grant funding can be used to cover academic year salary in order to enable a faculty member to spend time and effort on the grant's research. The payments must be compliant with the sponsoring agency's policy. For example, the NSF has a limit on charging a maximum of two months' salary per year and the NIH has a salary cap that limits how much salary can be charged to a grant on a monthly and annual basis.

A. Salary Savings Accounting

The accounting for the salary will be handled as follows when a research grant is charged for a faculty member's time:

1. **Course Buyout:** Academic year salary can be charged to a grant to cover an approved course buyout to enable the faculty member to devote more time to this research grant, provided the salary charge is compliant with the sponsoring agency's policy. The grant must have sufficient funds to cover the combined cost of salary, fringe and health benefits. The cost of course buyouts is detailed in the College's [Faculty Course Buyout Policy](#).
2. **Research Supplement:** If a faculty member charges a portion of their academic year base salary and associated fringe benefits costs to a research grant resulting in salary savings to the College not for the purpose of a course buyout, the College will share 50% of the salary savings stemming from instructional base salary and associated fringe benefits with the faculty member.

As required by State law, the research grant must cover associated fringe and health benefits in proportion to the time (salary).

B. Time/Effort Certification

The department chair and the faculty member/principal investigator (PI) must certify that sufficient effort is assigned to the grant(s) to justify the academic salary being charged to the grant. It is the responsibility of the faculty member to ensure that sufficient effort is devoted to the research grant to justify the time charged to the research grant.

C. Required Approval

All time charged to a research grant must be approved by the Office of the Dean prior to the semester in which the action will take place in order to allow adequate time for CAS staff to process the requests. Salary savings requests for a spring semester should be submitted by November 15; requests for fall semester salary savings should be submitted by June 15.

D. Distribution

The portion(s) of salary savings will be distributed after faculty have certified their effort for the fall and spring semesters. The funds received by the faculty member will be deposited into an 'N' account in their Department/School. Funds in N accounts can be carried forward from one year to the next.