

Budget Information for Proposal Preparation

***Sponsored Project Work Group, August 24, 2011; Revised Sept 2, 2011;
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This information is provided to faculty and staff to assist in developing budgets for grant proposals and sponsored projects. All budgets must be reviewed by both academic leadership and the business affairs office prior to submittal, and will be fairly accurate if these figures are used in estimating project expenses.

Faculty and Staff Rates for Grants

For new positions to be supported with grant funds, this is a guideline for calculating salary values, but will vary by discipline and rank.

Cost of faculty member salary:

Full time: \$52K (9 month)

Full time: \$63.5K (12 month)

For Portland-based positions, add 10% COLA to base.

Calculate OPE at rates listed below.

For current employees, utilize the actual pay rate of the individual, as provided by the employee, and/or by checking with Payroll (Faletha Fowler).

OPE Rates

When calculating salaries for current faculty or staff for grants, contact the Payroll Office (Faletha Fowler) for specific OPE rate.

When figuring new faculty salaries for grants or for release time calculations in grants, add .47 for OPE for 9-month and 12 month faculty.

Calculate .40 OPE for faculty and/or adjunct faculty stipends. The lower rate is available because the PEBB is already calculated into OPE for both 9 and 12-month faculty.

Calculate .10 OPE for student stipends.

Student Pay Rates for Sponsored Projects

Student stipend rates are determined at the discretion of the PI and based on the complexity of the work. Faculty should utilize the Student Pay Guidelines as a standard. [Student Pay Guidelines are currently being developed.]

Undergraduate Students: Rates for student time in sponsored project budgets ranges from hourly rates (usually \$10 - \$25/hr depending on type of project and source of funds), to student stipends (for example, \$1500/mo for stipend portion of full-time, grant-supported internships). See Student Pay Guidelines.

Graduate Students: Stipends range from \$700 - \$1500 / month, depending on type and amount of work and source of funds. Currently the MS MFG OIT grad program offers tuition remission for Teaching Assistantships, plus stipend of \$750/month (0.3 FTE).

Research Assistantships are not currently in practice but may be budgeted at \$1500 - \$2,000/month, depending on type and amount of work, and funding sources.

See Student Pay Guidelines.

Stipends for Privately-Funded Sponsored Projects

Faculty advising on privately-sponsored research projects should be relevant to OIT's academic and economic development mission and have student involvement, as well as utilizing faculty expertise.

Faculty hours are estimated and billed at \$100/hour.

Faculty receives contract for \$50/hr. plus .40 OPE rate.

Balance of \$100/hour after faculty pay and OPE calculation is applied to Indirect.

Circumstances When Faculty May Receive Supplemental Compensation Through a Grant or Sponsored Project

Faculty Funding: Here are four scenarios to determine eligibility to receive compensation for providing federally-funded services.

- 12-month faculty members, currently funded 100% with federal grant, are not eligible to perform any additional federally-funded work unless they reduce their time on their existing grant-funded project. For example, if a faculty member is funded on the STEPS grant, and they want to perform work on the Christmas Valley grant, then they would need to reduce their time on the STEPS grant to do so. There is no net financial gain in compensation for the faculty member.
- 12-month faculty members, funded with state dollars are eligible to perform additional privately-supported work or work support with "Other Funds" (not federal funds) through a sponsored project stipend for up to one day per week per OIT Outside Activities & Related Compensation Policy. Stipend provides a net gain in compensation for faculty (billed to private project at \$100/hr with \$50/hr plus OPE for faculty and balance for OIT Indirect).
- 12-month faculty, funded with state dollars are eligible to get release time for up to .5 FTE to work on a federally-funded project/grant, if it is feasible to backfill their release time with adjunct faculty, and with permission of the chair, dean and provost.
- 9-month faculty members, funded with federal grant or state funds are eligible to perform work supported by a federal grant or any other source of funds for up to three additional months per year. Federal grant can provide a net gain in compensation for the faculty member for up to 3-months of salary. Work should be performed during the months when faculty are eligible to receive funding.

Indirect Rates : Federal or Federal Pass-Through Grants, Cooperative Agreements or Contracts

OIT's federal indirect rate is changing from .585 to .50 in July 2011.

Federal rate for grants awarded prior to July 1, 2011: 58.5%

Federal rate for grants awarded after July 1, 2011: 50%

This rate is applied to all personnel salaries in the grant proposal.

If students are paid educational stipends, then indirect is not applied to the stipends.

If students are paid compensation as wages, and are considered employees, then indirect is applied to their salaries.

Indirect Rates: Industry-sponsored Research Agreements for faculty stipends on applied research and consortium projects:

Faculty hours are estimated and billed at \$100/hour.

Faculty receives contract for \$50/hr. plus OPE (rate may differ depending on circumstances). Balance of \$100/hour after faculty pay and benefits calculation is Indirect. (approximately 50% – 65%)

All Other Privately Sponsored Activities:

Private industry-sponsored indirect rate for projects without personnel salaries or stipends: 35%

Off-Campus Indirect rate: 25%

State of Oregon Agency: 26%

Some indirect rates are determined by the funding agency/source and may not be consistent with the rates listed above.

Circumstances when Provost will consider waiving or reducing Indirect rate:

The provost will consider waiving a portion of indirect so it can be counted as cost-share on grant proposals that include:

- community or economic development objectives that are central to OIT's mission; and/or
- academic program start-up costs or faculty salaries that are expected to be sustained through enrollment revenue after the grant period.

Indirect Allocation – Approved in Policy

Chancellor 4%

Building Use Reserve 5%

OIT Institutional Income 25%

Maintenance Reserve 1%

Provost 25%

School 10%

Dept 10%

PI 10%

Library 10%

Cost Share Guidance

Cost share guidance is usually included in the grant solicitation or can be clarified with the grant officer at the appropriate agency. Cost share from OIT may include these items with the approval of the chair, dean and provost:

- OIT faculty salaries and OPE
- Use of specialty university resources or equipment
- Waiver of portion of indirect recovery
- Industry partner – private contributions, such as paid internships or other in-kind services or equipment from industry
- Volunteer time or outside expert time
- Graduate student tuition/scholarship remission

Note: Circular A-21 provides guidance on cost share that is usually allowed for federal grants. Office of Strategic Partnerships can provide assistance on this issue