

# COLLEGE OF HEALTH SCIENCES

## Principal Investigator Buy-out and Summer Salary Support Policies\*

CHS doc A1.2

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Research, scholarship and grant writing are vital and expected responsibilities of CHS faculty and research academic staff. To establish and sustain these efforts in the College of Health Sciences, principal investigator (PI) buy-outs during the academic year should be included in extramural grant proposals whenever appropriate. Buy-outs for principal investigators (PIs) should be administered in a way to support replacement costs related to instruction, research, or other workload responsibilities and enhance scholarship in the College and Department. In addition, CHS PI buy-outs are designed to provide incentives for continued grant writing and reinvestments in research. To this end, the objectives of the buyout policy are to: (1) support the research agenda of the PI, and (2) foster the growth of the capacity for research within the College of Health Sciences (CHS) and UWM.

- **BUY-OUT SUPPORT:** Extramural grant proposals should include PI buy-out provisions during the academic year that accurately reflect the actual amount of time and percent effort that the investigator will commit to the project. Thus, the PI should include an appropriate amount of his or her salary in the grant budget to support time and effort spent on extramurally funded research during the academic year. Buy-out support can be directed toward the PI's time for instruction, research, or other workload responsibilities. A buy-out of one 3-credit group instruction course (or the equivalent) constitutes 12.5% effort during the academic year, so that 0.125 of the PI's academic year salary should be encumbered. The salary savings from PI buy-outs are used to support the research efforts of the PI, the PI's department, and the CHS.
- **SUMMER SALARY SUPPORT:** For grants requiring a significant percent of PI effort, it is expected that there will be a balance between the percent effort that the PI commits during the summer and academic year. PIs may use grant funding to support research efforts in the summer. Up to 3/9 of summer salary support from extramural grants can be requested per year following approval of the department chair and the Dean of the CHS. Each year, 1/9 summer salary support may be included in the project budget with no expectation of academic year salary support. Each summer 1/9 beyond the first 1/9 of salary support in the grant budget should be accompanied by either (a) a 12.5% (3-credit) course buy-out during the academic year, or (b) a suggested minimum of a 10% buy-out during the academic year if not associated with a course buy-out. The buy-out percentage is negotiable with the Associate Dean for Research.
- **ALTERNATIVE TO BUY-OUT SUPPORT:** For situations in which the PI is not able to include a buy-out during the academic year in the budget of an extramural grant proposal for instructional time, research time, or other workload responsibilities, the PI should include an equivalent amount of funding in the grant budget to support one or more students or other staff to assist with the research project. The budget must include the salary and fringe benefits for the graduate students/staff.

\*All decisions that are made with regard to the budgeting of academic year buy-outs and summer salary support must be in accordance with the policies of the funding agency, the grant program to which the PI is applying, and the University of Wisconsin-Milwaukee (UWM) Graduate School. There may be exceptions to the buy-out policy for some grant proposals, especially those that must limit expenditures on salary, or include support for Graduate Research Assistants or technicians or have been moved to UWM from other organizations or institutions. Exceptions must be discussed during the grant proposal budget development with the department chair and the Associate Dean for Research.

### **BUY-OUT RETURN FORMULA (133 & 144 grants)**

Funds derived from grant buy-out salary savings will be returned to PIs and departments so that the funds can be reinvested in research. The buy-out return is intended primarily for PIs who have been awarded 133/144 grant funds; however, other grant sources will be considered upon request on a case-by case basis. The buy-out

returns will be allocated so that 60% is returned to CHS administration and 40% allocated to the PI and PI's department. The instructional ad hoc replacement costs will be deducted from the 60% that is allocated to the CHS administration. The proportion of the remaining 40% that is to be allocated to the department and the PI should be negotiated by the PI and the department chair, but it is suggested that 60% be returned to the PI, and 40% be retained by the department. Although the department exercises discretion in the distribution of its portion of the buy-out funds, priority must be given to reinvesting in research. If grant funds have been budgeted for the PI's buy-out from a course, but a suitable replacement ad hoc instructor cannot be found and the offering of the course is jeopardized, the PI may seek approval from the department chair and dean to recover the cost for the ad hoc replacement and use it to support research. Buy-out funds will be calculated at the end of each year and transferred to the appropriate unit early in the next fiscal year.

Revised 06/09

Approved 08/09