Budget Guidance: Effort & Course Release for Extramurally Funded Projects

This document outlines UWL's institutional standards related to faculty's and staff's work on extramurally funded projects (federal/non-federal grants and/or contracts), including the following topics:

1. *Effort:* the amount of faculty/staff member's time that will be committed to work on a project, expressed as a percentage of faculty/staff total workload
2. *Course release:* faculty/IAS release from instructional duties to work on an extramurally funded project during periods they are otherwise under contract to perform university duties
3. *Backfill budgeting*: covering the costs of hiring an alternate instructor to teach the course(s) from which a faculty/IAS member will be released

Institutional Oversight

For all faculty and staff, the academic department chair or unit director and college dean or division director are responsible for overseeing and approving the above components for an extramural proposal prior to submission. Signatures on the UWL grant/contract transmittal form document approval of these components in addition to other proposal elements. Faculty/IAS are strongly encouraged to initiate inquiries about course release with their chair and dean early in the proposal development process.

Effort

Effort committed to extramurally funded projects is expressed as a percentage of total workload. Project effort in extramural proposals must align with institutional standards; state and federal regulations; and funding agency requirements. Federal and non-federal sponsors tend to differ in how they allow project effort to be reflected during periods an individual is under full-time contract:

- *Federal sponsors:* By federal regulation[1], federally funded project effort combined with institutional commitments cannot exceed 100% (as defined by the institution). Thus, project effort occurring during periods an individual is under full-time contract must be reflected as release from institutional duties.
- *Non-federal sponsors:* Non-federal sponsors may or may not allow project effort combined with institutional commitments to exceed 100% (i.e., as an overload).

Project effort occurring outside of an individual's institutional contracted period can be reflected as additional effort and/or compensation, subject to applicable policies, regulations, and guidelines.

Some sponsors use the metric of person months, rather than effort percentage, to reflect project effort. Refer to the subsequent tables for examples of person month calculations.

Faculty & IAS Effort: Academic Year

Effort committed to extramurally funded projects during periods faculty/IAS are under full-time contract is expressed as a percentage of total university workload. During the academic year (AY), total university workload for full-time faculty and IAS is defined as 30 contact[2]/credit hours (CH) (15 CH per semester), comprising the duties outlined in the table below.

UWL Faculty & IAS Workload per Semester		
	IAS Contact Hours	**Faculty Contact Hours**
Instruction	15	9-12[3]
Service	Reassigned from instruction contact hours if applicable at time of contract	3-6
Scholarship	N/A	
Total	15	15

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[1] 2 CFR 200 Subpart E §200.400, §200.430
[2] CSH tends to use contact hours in reference to workload more frequently than credit hours due to lab instruction.
[3] The standard ranked faculty load is 12 credits per semester; full-time graduate faculty and faculty with teaching decreases associated active accreditation-driven scholarship duties are more likely to have a 9-credit per semester load.

UWL's consistently defines workload (i.e., what comprises 100% effort) for all full-time faculty and IAS—encompassing the 30 CH instructional workload for IAS, as well as the 30 CH of combined instructional, service, and scholarship workload required of faculty[4].

Examples: Faculty/IAS Course Release Effort Calculations

# CH Release over AY	AY Effort (CH Release/ Total AY CH)	Person Months (AY Effort x 9 mos.)
3 CH	10%	0.9
4 CH	13.3%	1.2
5 CH	16.7%	1.5
6 CH	20%	1.8

Release time and overload payments for project effort are not typically allowed during J-term, as faculty are assigned to scholarship and service obligations during that time. Thus, extramural salary payments are not generally permitted for project work done during that period.

Faculty & IAS Effort: Summer

During the summer, **faculty/IAS with 9-month appointments** can engage in and be paid for project effort combined with institutional commitments (e.g., summer course instruction) for up to two full months. The two-month limit on summer effort and compensation ensures compliance with UW System[5] and UWL policies[6]. Exceptions to the UW System policy must be granted by the Chancellor, and exceptions to the UWL policy must be granted by the Provost.

Faculty with 12-month appointments seeking to commit summer project effort should consult with their department and college to determine how the work would need to be reflected within their other institutional commitments. Federally funded projects will require release from institutional duties, while non-federally funded projects may allow for overload.

NIAS & University Staff Effort

Non-instructional academic staff (NIAS) and FLSA-*exempt* university staff with full-time, 12-month appointments can commit project effort through either release from institutional duties or overload, subject to applicable regulations and policies. For all federally funded projects, effort must be reflected as release from institutional duties. For non-federally funded projects, effort may be reflected as release or overload contingent upon funding agency guidelines.

University staff who are *not* exempt from FLSA and have full-time, 12-month appointments can commit project effort to extramurally funded projects *only* through release from institutional duties.

Total workload for all NIAS and university staff with full-time, 12-month appointments is defined as 40 hours per week over 52 weeks annually.

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[4] UWL Ranked Faculty Workload Policy. (2017, February). Faculty Senate Articles, Bylaws, and Policies, 47-50. Retrieved from https://www.uwlax.edu/globalassets/committees/faculty-senate/faculty-senate-manual-021417.pdf
[5] UW System UPS Operational Policy: TC 3: Compensation. (2015, July). Retrieved from https://www.wisconsin.edu/ohrwd/policies/ups-operational-policies/
[6] UWL Policy on Overload Payments for Faculty, Instructional Academic Staff, and Non-Instructional Academic Staff. (2015, November). Retrieved from https://www.uwlax.edu/uploadedFiles/Offices-Services/Human_Resources/OverloadPaymentsforFacultyAcademicStaffPolicy.pdf

Examples: NIAS/University Staff Release Effort Calculations			
# Hrs./Week of Project Effort	Project Duration: # Weeks	Annual Effort (Total Project Hrs. / Total Annual Workload)	Person Months (Annual Effort x 12 Mos.)
5	4	1%	0.1
10	6	2.9%	0.3
15	20	14.4%	1.7
20	10	9.6%	1.2

Backfill Budgeting for Course Release

For extramurally funded projects, backfill budgeting is intended to cover the costs of hiring alternate instructor(s) to teach the course(s) from which a faculty/IAS member will be released. Contingent upon applicable sponsor requirements, UWL uses one of two methods for extramural backfill budgeting:

1. Uniform rate of $2,000 per contact hour of instructional release[7]
2. Faculty/IAS member's full-time base (FTB) salary rate equivalent to their project effort (see the "Effort" section for how project effort is calculated)

Federal sponsors require the FTB salary to be used as the basis for budgeting all project effort[8], including course release.

Non-federal sponsors' requirements vary and may allow for the use of either backfill budgeting method.

After accounting for sponsor requirements, determination of which budgeting method will be used for a particular award is left to the discretion of the department and college in consultation with the faculty/IAS member and ORSP to support the following goals:

- Planned course release fits individual, department, and college workload needs.
- Extramural funds fulfill personnel and other budgetary needs of departments and colleges.
- Budget is the most strategically advantageous for the PI and institution for both short-term and long-term goals (e.g., building/sustaining partnerships, meeting institutional costs while working within sponsor's funding constraints).
- Competitive proposals are submitted in support of institutional needs and priorities.
- Grants/contracts fit within sponsors' myriad and diverse funding constraints.
- Grants/contracts support faculty in fulfilling their scholarship, service, and instructional obligations.
- Grants/contracts foster new and sustain existing partnerships.
- Grants/contracts advance UWL's strategic initiatives to increase community engagement and invest in our people.

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[7] UWL Faculty/Instructor Administrative Backfill Policy. (2015, September). Budget Policies and Procedures. Retrieved from https://www.uwlax.edu/budget/resources-useful-links/budget-policies-and-procedures/
[8] 2 CFR 200 Subpart E §200.430

Workload Definition & Project Effort Summary Table

Appointment	Contract[9]	Total Workload Definition			What Is Allowable Project Effort[10]?	
		Academic Year (AY)	**Summer**	**Annual**	**Federal Sponsor**	**Non-Federal Sponsor**
Faculty & IAS	9-month	30 contact hours	Project effort + institutional commitments can = up to 2 months		*AY:* Course release only *Summer:* Up to 2 months	*AY:* Course release or overload *Summer:* Up to 2 months
	12-month	30 contact hours	Consult department & college.		*AY:* Course release only *Summer:* Consult department & college	*AY:* Course release or overload *Summer:* Consult department & college
NIAS & FLSA-*Exempt* University Staff	12-month*			40 hours per week over 52 weeks (2,080 hours)	Release only	Release or overload
University Staff *Not* FLSA Exempt	12-month*			40 hours per week over 52 weeks (2,080 hours)	Release only	Release only

*Note: Staff on non-standard contracts (for example, 10-month appointments) should contact ORSP early in the budgeting process for assistance determining effort.

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[9] All appointments listed assume full-time contracts during the 9- or 12-month periods specified.

[10] This is intended only as a general guide. Always read sponsor guidelines in full and consult with chair/unit director, dean/division director, and ORSP to determine allowability.