



UNC CHARLOTTE

COLLEGE OF ENGINEERING ACADEMIC RELEASE TIME PROCEDURES

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Tuesday, July 19, 2016



WHAT IS ACADEMIC RELEASE TIME?

Academic release time associated with externally funded projects is the time a faculty member is released from normal department duties or teaching responsibilities during the academic year to work on sponsored research.



HOW DOES RELEASE TIME BENEFIT THE DEPARTMENT?

When a portion of the PI's salary is paid by his / her grant during the AY, the PI's normal source of funding is offset by the portion of the PIs salary charged to the grant. This amount is tracked on your IFLEX / 1310 spreadsheet and used by the department to pay for part-time lecturers, TAs, RAs, lab equipment & supplies.



HOW CAN RELEASE TIME BENEFIT THE PI / CO-PI?

Some Chairs may decide to split the salary released by the grant 50/50 with the PI. The PI can then use the \$\$ for ongoing research expenses or the like.



All academic release time must be fully paid for by the sponsoring agency.

Proposal budgets, therefore, must reflect the full cost of release time (salary, fringe benefits, and indirect cost) to the funding agency.



DIFFERENCE BETWEEN 9- AND 12-MONTH FACULTY

A 9-month PI / CO-PI can only earn release time during the academic year, but a 12-month PI / CO-PI can earn release time anytime during the calendar year.

RT should be processed for the timeframe the work is being done on the project.



COURSE BUYOUT

If a PI determines that s/he needs to teach one less 3-credit course for a semester to conduct sponsored research, s/he can request a course buyout from the Chair at the proposal stage.



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HOW TO DETERMINE A COURSE BUYOUT BY DOLLAR AMOUNT FOR BUDGETING PURPOSES

Based on the standard 24 credit hour / 9-month per AY course load, one 3-credit hour course would equal 12.5% of their annual effort.

NOTE: (8 courses per AY x 12.5 = 100%)



To calculate the budget dollar value of 12.5% effort for the one 3-credit hour course, the PI multiplies his / her annual salary by 12.5%.

EXAMPLE: If a PI earns \$100K during the AY, multiply $100,000 \times .125 = \$12,500$. This is the budget dollar amount for one course release for this PI.



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**LET US SAY THAT PROFESSOR GRANT'S
PROPOSAL IS AWARDED FOR PROJECT
PERIOD 10/1/16 – 3/15/17 AND INCLUDES
\$12,500 RT BUDGET FOR HIM.**

NOW WHAT?



1. Our office will complete the release time form and email it to the PI for signature. The PI will hand it to you.
2. You will then get the Chair's signature and send it to your respective representative in our office.
3. We will get the Dean's signature and then forward it to Grants and Contracts Administration (GCA).
4. GCA will process what is called a PC2 and then forward it to Alice Patterson in Financial Services.
5. Alice will forward it to Payroll for processing.

Sponsored Activity Release Time Form

To be used for Released Time committed to Grants, Contracts, and Recharge Units
(Submit this form after award of a Grant/Contract which indicates release time for full-time Faculty/EPA staff)

College/Unit:	Enter College / Academic Affairs		
Department:	Enter Department Name		
Name of Individual:	Norman Grant		
UNC Charlotte ID:	800001234	Position Number:	1234

Grant/Contract Information:

Period of Release

(Do not cross fiscal yrs)

Project Title	Fund-911100	Payroll Begin	Payroll End	Amount
" Enter Project Title Here"	551234	10/1/16	3/15/17	\$ 12,500.00
Total Released Salary Dollars				\$ 12,500.00

Plan for use of released salary funds:

To hire part-time lecturers and teaching assistants.

Prepared By:	Prepared by name	Date
	Print Name	Date

SIGNATURES:

Principal Investigator:	Norman Grant		
	Print Name	Signature	Date
Department Chair:	Department Chair's name		
	Print Name	Signature	Date
Dean:	Robert E. Johnson		



NOTE: Since the project period runs from 10/1/16 thru 3/15/17, we can only process the release time for this time period.

BUDGET REVISION: If a PI wishes to transfer release time budget to summer salary or graduate salary, for instance, your Chair may require they be consulted before this is done.



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**WHEN THE RELEASE TIME IS
PROCESSED, HOW IS PROFESSOR
GRANT'S SALARY CHARGED AND HOW
DOES IT AFFECT THE DEPARTMENT?**



- Even though Professor Grant is 9-month faculty, his normal teaching pay is divided by 12 months and earned during the 12 months of the CY (or 24 pay days).
- Since his normal salary is \$100,000, we divide this amount by 24 pays to find his pay earned each pay day for teaching from fund 101234.
- $\$100,000 / 24 \text{ pays} = \$4,166.66$ normal salary earned each pay day for the 12 months of the CY.



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PORTION OF PROFESSOR GRANT'S SALARY CHARGED TO FUND 551234 DURING THE CY

\$12,500 of his \$100K salary will be charged to grant fund 551234 in equal payments of \$1,136.36 each pay day from 10/1/16 thru 3/15/17 (the timeframe of the RT processed or 11 pays.) This reduces the salary charged to 101234 by \$12,500 or \$1,136.36 for each of those 11 pay days from 10/1/16 thru 3/15/17.

$$(\$12,500 / 11 \text{ pays} = \$1,136.36)$$



Thus, \$12,500 of his \$100K salary is charged to 551234 and \$87,500 of his \$100K salary is charged to 101234 at \$4,166.66 each pay day from 7/1/16 thru 9/30/16 and from 3/16/17 thru 5/15/17, which is outside the timeframe of the release time appointment. This is = to his normal academic year teaching salary.

PAYS	101234	551234
7/15/16	\$4,166.67	\$ -
7/31/16	\$4,166.67	\$ -
8/15/16	\$4,166.67	\$ -
8/30/16	\$4,166.67	\$ -
9/15/16	\$4,166.67	\$ -
9/30/16	\$4,166.67	\$ -
10/15/16	\$3,030.30	\$ 1,136.36
10/31/16	\$3,030.30	\$ 1,136.36
11/15/16	\$3,030.30	\$ 1,136.36
11/30/16	\$3,030.30	\$ 1,136.36
12/15/16	\$3,030.30	\$ 1,136.36
12/31/16	\$3,030.30	\$ 1,136.36
TOTALS	\$43,181.82	\$6,818.16

This shows how Professor Grant's salary is charged during CY 16/17 for 7/1/16 to 12/31/16 due to the release time processed for 10/1/16 – 3/15/17. Only \$3,030.30 is charged to 101234 from 10/1 thru 12/31 per payday.

PAYS	101234	551234
1/15/17	\$ 3,030.30	\$ 1,136.36
1/31/17	\$ 3,030.30	\$ 1,136.37
2/15/17	\$ 3,030.30	\$ 1,136.37
2/28/17	\$ 3,030.30	\$ 1,136.37
3/15/17	\$ 3,030.30	\$ 1,136.37
3/31/17	\$ 4,166.66	\$ -
4/15/17	\$ 4,166.67	\$ -
4/30/17	\$ 4,166.67	\$ -
5/15/17	\$ 4,166.67	\$ -
5/31/17	\$ 4,166.67	\$ -
6/15/17	\$ 4,166.67	\$ -
6/30/17	\$ 4,166.67	\$ -
	\$ 44,318.18	\$ 5,681.84

This shows Professor Grant's salary charged during CY 16/17 for 1/1/17 to 6/30/17 due to the release time processed for 10/1/16 – 3/15/17. Only \$3,30.30 is charged per payday to 101234 from 1/1/17 thru 3/15/17.



	101234	551234
7/1/16 - 12/31/16	\$43,181.82	\$6,818.16
1/1/17 - 6/30/17	\$44,318.18	\$5,681.84
	\$87,500.00	\$12,500.00
	=	
	\$100,000.00	

The \$12,500 in salary charged to #551234 results in \$12,500 of his salary not being charged to #101234.

The \$12,500 tracked on your IFLEX / 1310 spreadsheet should be spent by the end of the FY following state fund guidelines.

Search By: Last First MI Salut

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From	To	Pay Fund	Acct	Total	PI	Dept	Pay Type	Hr/wk	\$/Hr		
10/16/16	3/15/17	551234	911100	\$12,500.00	Grant, Professor	COEN	RT				
Prd	Indicated	Job		Lvl		Pos#	1234	Est Tot	\$0.00	Spec cat	Normal
Pre\$/Hr		A	CS		Cmt RT (1.125 month) Sponsor Name proj 16-0123 wsm 7/19/16						
10/16/16	3/15/17	101234	913100	(\$12,500.00)	Grant, Professor	COEN	RTF				
Prd	Indicated	Job		Lvl		Pos#	1234	Est Tot	\$0.00	Spec cat	Normal
Pre\$/Hr		A	CS		Cmt RTF (1.125 month) Sponsor Name proj 16-0123 wsm 7/19/16						
7/1/16	6/30/16	101234	913100	\$100,000.00	Grant, Professor	COEN	FAC				
Prd	Indicated	Job		Lvl		Pos#	1234	Est Tot	\$0.00	Spec cat	Normal
Pre\$/Hr		A	CS		Cmt Faculty Salary wsm 7/1/16						



Total Fund Report in SAM shows “release” of \$12,500 against his \$100K normal pay.

Total Fund Sheet

101234 This is a pretend fund
Sponsor:

07/01/16 - 06/30/17 Grant, Professor

Acct POOL	913XXX	Grant#	Proposal#					
Acct CODE	913100	EPA Permanent Teaching Salaries		Req/Inv# (or Hr/wk)	PO # (or \$/Hr)	Status / Est Total	Position#	Comments
Date(s)	Amount	Type	Name					
Expenditures								
07/01/16 - 06/30/16	(\$100,000.00)	FAC	Grant Professor				1234	Faculty Salary wsm 7/1/16
10/16/16 - 08/15/17	\$12,500.00	RTF	Grant Professor				1234	RTF (1.125 month) Sponsor Name troi 16-0123
Total Exp:	(\$87,500.00)							
Balance: 913-100	(\$87,500.00)		Banner Bal:					(\$87,500.00)

Totals for Acct Pool 913XXX

Total Beg. Balance:	\$0.00
Current Budget:	\$0.00
Total Encumbered:	\$0.00
Total Expenditures:	\$12,500.00
Total Encumb + Expenditures:	\$12,500.00
Balance:	(\$87,500.00)
Adjusted SAM Balance:	(\$87,500.00)



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**FEEL FREE TO EMAIL ME WITH ANY
QUESTIONS?**

THANK YOU!