

South Carolina State University

Procedures for Faculty/Staff Release Time Forms

Purpose: South Carolina State University (SCSU) procedures for processing the Faculty/Staff Release Time Form (SF-RT-03) is design to provide guidance to Faculty for use in accomplishing effective results for personnel salaries being released from a departmental organization and charged to sponsored projects. Release time for sponsored projects must have been approved in the sponsor's Notice of Award.

The Faculty/Staff Release Time Form may be used to document salaries chargeable to two or more sponsored projects and/or departmental organizations.

Policy: South Carolina State University guidelines for documenting and supporting personnel salary costs charged to Federal grants, cooperative agreements and contracts comply with these guidelines until further notice.

Faculty Release Time covers payroll costs chargeable to the sponsored projects when the faculty member is released from instruction or other activities to work on the project, thereby, making departmental funds available for other expenditures or replacement faculty. The Faculty Release Time Form may be used to document in-kind and/or cash expenditures.

Funds related to Faculty/Staff Release Time will not be transferred into departmental accounts.

Faculty/Staff Release Time Forms should be submitted for processing by May 31, of each year in order for charges to start on July 1, 20XX for grant employees and August 15, 20XX for faculty members.

Authority: The Office of Management and Budget Circular A-21 and Code of Federal Regulations promulgate statutes, regulations and guidelines for documenting personnel salary costs.

Procedures: The Principal Investigator initiates Faculty/Staff Release Time Form in with the determination that salary and benefits will be charged to sponsored projects in accordance with the award principles.

1. **Faculty/Staff:** Name of Faculty member released from classroom duties to work on sponsored projects.

This form may also be used to allocate a staff member salary among two or more Organizations.

2. **Department:** Name of the Department in which the project has been awarded and Faculty member assigned to the project.
3. **Social Security #:** Faculty member's social security number.
4. **Budget Period:** Current budget (twelve month) period for the project.
5. **Semester (Indicate specific dates):** Fall: (8/15/XX to 12/21/XX);
Spring: (1-2-XX to 5-15-XX)
6. **Annual Salary (Indicate whether 9, 10, 11 or 12 months):** Total dollars and period of payments.
7. **Project Title:** Title of sponsored project in which release time salary is being charged.
8. **Funding Source:** Name of sponsor funding project in which release time is being charged.
9. **Award/Contract Number:** Sponsor's award number for the project in which release time is charged.
10. **SCSU's Grant Account Number:** FUND and ORG numbers assigned to the Project.
11. **Type of Award:** Select the appropriate type of awards
12. **Funding Type:** Select the appropriate type of funding.
13. **% Release Time:** Annotate the percentage of release time which will be charged to the sponsored project for the period noted in the Semester block.
14. **Dollar Amount:** Pro-rated amount of salary applicable to the period of release time being charged to the sponsored projects.

Example: Annual salary of \$50,000 for 9 months

at 25% of release time for the period of January 1, 20XX thru May 15, 20XX should be calculated in the following manner.

Calculation:

\$50,000/18 pay periods X 25% X 9 pay periods (January 20XX to June 20XX) equal \$6,250.05.

15. **Grant Account Number:** FUND and /ORG numbers assigned to the sponsored project.
16. **Check only if amount is in-kind (IK) or Cash (C) Match:** Place X in the box to designate a selection, if necessary.

Signatures and Dates (Self-Explanatory)

17. Principal Investigator
18. Department Chair
19. Asst. VP of Sponsored Programs
20. Director of Grants and Contract
21. Director, Office of Sponsored Programs/1890 Research and Extension

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- Position #:** Position Number for the Faculty/Staff member
22. **OCC. NO.:** Line of accounting distribution
23. **Banner/ORG #:** Enter the ORGANIZATION numbers in which the total salary is to be distributed for the period of time.
24. **Amount:** Pro-rated salary chargeable to each Banner Organization.
25. **Begin Date** Effective date in which release time is to start.
23. **End Date** Effective date in which release time expires.
27. **Rate:** The percentage rate applicable to each sponsored agreement or departmental organization.
27. **New Salary Per Pay Period:** Salary amount applicable per pay period.

3. Responsibilities:

- a. **Principal Investigator** completes and submits Faculty/Staff Release Time Forms to their Department Chair, and the Assistant VP of Sponsored Programs.
- Exception:** Principal Investigators for 1890 programs should submit the Faculty/Staff Release Time Forms to the Vice President, Research and Economic Development and Grants and Contract Accounting.
- b. **The Office of Sponsored Programs** reviews and signs each Form and submits the original document to the Grants and Contract Accounting for processing.
- c. **Grants and Contract Accounting Department** reviews each Form to ensure that funds are available in the appropriate budget category and costs are allocable, allowable and reasonable.

South Carolina State University
Grants and Contract Accounting Department
Financial Management Policy #08-03
March 24, 2008

Grants and Contract Accounting Department forwards the completed Faculty/Staff Release Time Form to the Budget Office and Human Resources Department for processing.