

College of Letters and Science
Guidelines for Academic Year Salary Recovery from Extramural Grants

Updated: October 9, 2018
Revised: December 5, 2019

The Office of Research has established that recovery of faculty academic year salary from extramural research grants is allowable within federal and university policy.

The amount of salary recovered from extramural grants must be reasonable within the context of the faculty member's research, teaching and service responsibilities. The College of Letters and Science will allow faculty to include academic year salary in proposal budgets up to a maximum of 50% of their academic year faculty appointment. This maximum level will be totaled over all extramural sources. The understanding is that the faculty member will be devoting dedicated research effort during the claimed period in the academic year to the project from which the funding is derived.

It is expected that the faculty member will maintain their normal teaching duties during the designated period. As such, this policy does not provide teaching relief or impacts the teaching workload of a faculty member.

A faculty member making use of the Academic Salary Recovery may not also use the College Course Buyout policy for the same designated period. Further, while the policy allows for a portion of the salary recovery to be distributed to the PI, these funds will be used to support research activities and cannot be allocated to any buyout from teaching.

The salary savings from moving salary funds to extramural grants will be distributed in the following proportions:

- 75% to the PI
- 12.5% to the department / unit managing the grant
- 12.5% to the College of Letters and Science Dean's Office

Please note that the associated benefits funding will not be recovered and distributed. This policy provides salary recovery for salary funds only that are actually recovered, i.e. when an academic salary exceeds the salary cap imposed by an extramural agency, the salary above the cap is not recovered.

The percentage of time devoted to the research project(s) during the academic year via this program will also be reflected in the on-line Effort Reporting System (ERS).

Please note that the released funds are discretionary general funds that must be used in accordance with university policy.

For planning purposes, please send the request including the percentage of time, account and fiscal year planned for the salary recovery as soon as possible to the L&S Budget team at lsbudget@ucdavis.edu. At fiscal year-end or when the time period has ended, the L&S Budget team will make the appropriate allocations.