

CLAS policy on effort for externally funded projects:

Faculty submitting requests for external funding for research, creative activities, and other educational and outreach programs are expected to include funding to cover the effort that they will spend on this work both during the summer and during the academic year, consistent with the rules and guidelines of the sponsoring organization and CLAS and UC Denver policies. Summer effort involves additional pay to faculty members on a nine-month contract and academic-year funding includes funding for reallocation of time a faculty member would otherwise spend on internally funded research and service, and/or reallocation of effort from teaching to the externally funded activity (often described as course buyout).

Unless specifically prohibited by the rules and guidelines of the funding organization, all requests for external funding from Principal Investigators (PIs) within CLAS will explicitly include funding for the expected amount of time required to meet the scope and objectives of the project based on overall workload. This should not be driven by the percentage of time that would allow for release from a course or courses. At least 1% of a PIs time must be allocated to the project in each semester in which funded activity occurs. Exceptions to the 1% requirement are allowed where limited by the sponsor or for student scholarship or instrumentation projects.

For all proposed projects the budget must include

1. funding of salary and benefits for any faculty effort to be devoted to the sponsored project during the summer;
2. funding of salary and benefits for any faculty academic-year time reallocated from internally-funded research, teaching, or service to the sponsored project;
3. where required, details of time devoted to the sponsored project that is not funded by the sponsor. Prior approval of the arrangement must be obtained from the Associate Dean for Research and Creative Activities prior to the submission of the proposal.

For faculty members whose projects require substantial effort during the academic year, this document details the CLAS policy on course buyouts to reallocate time from teaching to externally funded research. For a nine-month faculty member with a standard 4-course load as part of their 40% research/40% teaching/20% service workload, the academic-year effort levels associated with course buyouts are as shown:

1st course release: 10% teaching time (requires academic year effort of at least 10% in grant budget(s))

2nd course release: 10% teaching time + 5% research time (requires academic year effort of at least 25% in grant budget(s))

3rd course release: 10% teaching time + 5% research time (requires academic year effort of at least 40% in grant budget(s))

4th course release: 10% teaching time + 5% research time (requires academic year effort of at least 55% in grant budget(s))

(Salary amounts are calculated by multiplying the percentage by the faculty member's nine-month base. Benefits will be estimated at the time of the application by using the University-specific average benefit rate.)

For all proposals that include academic year effort and require course release time, effort must be included on the project or projects that is equal to or exceeds the required course buyout percentage above. For example, a faculty member requesting a 2 course buyout must show at least 25% academic year effort/salary in the related grant budget(s). The total rate for a full course load buyout is 55%. Faculty with other than a 4-course annual teaching load or circumstances not covered herein should contact the CLAS Associate Dean for Research and Creative Activities.

All course buyout requests must be approved in advance by the appropriate department chair. Junior faculty are advised to buy out of no more than half of their normal teaching load, given that they must demonstrate at least meritorious performance in teaching to receive tenure.