H&S Grant Related Policies and Practices

Checklists:

- Checklist submission is completed through e-prop located at: (https://www.umt.edu/winapps/eprop)
- Allow 10 working days for administrative review and approval.
- Please have your budget reviewed (by a grant support specialist) prior to submitting the checklist.
- In the e-prop routing queue, the designee for the Dean/Executive Officer for H&S is Assoc. Dean Jenny McNulty; her umontana alias is jenny.mcnulty@umontana.edu
- Faculty in the social sciences and humanities departments submitting an e-prop checklist can either prepare their own checklists and add Jodi Todd, H&S Grant Support Specialist, as an “Additional Editor” or can request that she create the checklist. Faculty not in these departments who are seeking assistance or review can also add Jodi Todd as an “Additional Editor”.
- Checklists are required for all pre-proposals in which there is a budget.
- Checklists are required for a letter of intent in which there is a fully developed budget, a proposed course buyout, or any matching funds.

Course Buyouts:
Course buyouts are computed at 11% of base salary per course. This is 11% of salary only. The budget also must include the appropriate fringe rate and health insurance costs (see below) in addition to the salary. For in-house awards it is acceptable to use $5000 in salary as the amount for one course buyout.

Salary Information:

- Conversion from AY to FY is (FY) = (AY)*1.22.
- A daily rate is determined for an AY appointment by dividing the annual base salary by 190.
- AY Salary is a 9 month appointment with 10 equal pay periods
- In addition to salary, the budget must include fringe benefits too.
  The complete detail of the fringe benefit rate can be found at: (https://www.umt.edu/research/ORSP/propdev/budgetinfo/FringeBenefitRates.pdf)
- Budget for a 3% increase effective October 1 each year unless there are negotiated rates for the current biennium.
- Health insurance must also be included. Health insurance must be budgeted for AY faculty who are not fully state supported. For each year beginning June 1 add a 10% increase per month. More details of the health insurance rates can be found at: (https://www.umt.edu/research/ORSP/propdev/budgetinfo/FringeBenefitRates.pdf)

Summer Salary:
- NSF requires summer salary to be calculated as 2/9 of the academic year base. Other funding agencies have different policies. Unless otherwise specified, PIs should use their daily rate to calculate summer salary; that is multiply the daily rate by the number of days of grant related work that is being requested in the proposal.

Please see ORSP’s Quick Stop of PI’s for more information and details: (http://www.umt.edu/research/ORSP/tips.php)

Graduate Students:

- Salary levels
  - Ranges: MA/MS $4,500 – $6,500 per semester and $4,000 – $6,000 for summer; PhD $7,400.00 – $10,000 per semester and $5,200 - $7,200 summer.
  - Proposed graduate student salaries that fall outside these ranges must be justified and approved by the H&S Dean’s Office. Approval can be attained via e-prop if the justification for the salary is provided in the proposal budget narrative.
TARA Waiver: In-state rates can be found at the link below:
http://www.umt.edu/business-services/Students/Tuition%20and%20Fees/default.php
For future years include a 10% increase over the current rates found on the website above.

A minimum of 6 credits per semester are required for a TARA Waiver. 9 credits per semester are recommended for budgeting purposes.

- If a tuition waiver is not allowed by the funding agency, there may be other options available. Please contact your grant support specialist.
- Hourly rate

Graduate contracts that include a salary and tuition waiver are encouraged for graduate students, if this is not an option; hourly rate for graduate students is available. Undergraduate students should be budgeted at an hourly rate.

- Research stipends can be budgeted for undergraduate or graduate students

Post Docs:
- Average salaries for postdocs are in the mid to high $40,000’s. These salaries are based on a 12 month appointment and do not include fringe (which is 31.5%) nor health insurance. Fringe and health insurance must be calculated in addition to the salary amounts listed above – details can be found at (https://www.umt.edu/research/ORSP/propdev/budgetinfo/FringeBenefitRates.pdf)

The return of Indirect Costs (IDC or F & A):
- The University of Montana’s policy for the return of IDC can be found on the website: (https://www.umt.edu/research/ORSP/propdev/fadistribution.php)
- Currently, ORSP retains 73% of the total IDC, 6.75% is retained at the college level and 20.25% is disbursed to each department. Grants submitted by a center are an exception to this rule as determined by the Vice President of Research.
- If 2 Co-PIs are from different colleges the 27% is split equally between each college
- If a different agreement has been made regarding the split of IDC between colleges, the terms must be outlined in the F&A section of the checklist.
- If a proposal is submitted through a center, the IDC agreement should be quoted in the F&A section of the checklist.

Revised 12/13/2016