

Effective 1/1/93
Revision approved 11/22/04

**UNIVERSITY OF PENNSYLVANIA
SCHOOL OF MEDICINE**

**POLICY CONCERNING THE PORTION OF FACULTY SALARIES TO BE
FUNDED FROM SPONSORED PROGRAMS**

Introduction

The sponsored research activities of School of Medicine faculty are funded through various sources that include grants and contracts, gifts, endowment, clinical trials, patient care, and subvention from the School. To ensure that the salary recovery from sponsored research is commensurate with the effort expended, the School of Medicine has developed the following policy regarding faculty salaries chargeable to sponsored programs.

Policy Statement

The following details the School of Medicine's policy regarding the charging of salary to sponsored programs:

1. Faculty are expected to develop salary support from sponsored research in an amount reflective of the total amount of time allocated to research activities.
2. All grant and contract proposals submitted and awards received by School of Medicine faculty must reflect salary support for the faculty in an amount equal to the percentage of time to be spent on the project, consistent with the policies of the sponsor.
3. If the amount of a grant or contract award differs significantly from the proposal, the faculty salary support and associated percentage of time to be spent on the project may need to be adjusted. If percentage of time to be spent should remain as originally proposed, adjustments must be made within the other expense categories.
4. All sponsored program University budgets must include, and all sponsored program expenditures must reflect salary support for the faculty in an amount equal to the percentage of time to be spent on the project consistent with the amount shown in the proposal and award, and consistent with the policies of the sponsor.
5. All faculty salary changes to a sponsored program University budget must be approved in advance by the appropriate Department Chair.

Policy Concerning the Portion of Faculty Salaries
to be Funded from Sponsored Programs
Page 2

6. Exceptions to these policies must have the written approval of the Department Chair and the Executive Vice President/Dean or his or her designated representative.

Implementation

The policy is effective January 1, 1993. Each faculty member is responsible for compliance with this policy, and each Department Chair has compliance responsibility for faculty within that department. The Executive Vice President/Dean and his or her staff will monitor compliance annually through the budget review process.

Implementation of this policy will not affect the amount of EVP/Dean's subvention provided to departments. The level of EVP/Dean's subvention provided to departments is the result of many factors, only one of which is faculty support from sponsored programs. Questions regarding this policy should be directed to the Executive Director of the Office of Research Support Services.