

SALARY RECOVERY FROM SPONSORED PROGRAMS POLICY

Division: Finance and Management

Responsible Office: Finance and Management

Date Established: XX/XX/20XX

Date Last Revised: 06/24/2026

Date Posted to Library: XX/XX/20XX

POLICY SUMMARY

This policy ensures that uniform standards are in place for salary recovery commensurate with the effort expended by campus personnel on activities supported by externally funded sponsored programs. The policy also provides for the distribution of the salary recovery for State employees.

POLICY STATEMENT

Buffalo State's (College) policy regarding the charging of faculty and staff effort to sponsored programs, including the effort of both State University of New York (SUNY) at Buffalo State and Research Foundation (RF) funded employees requires that:

- Grant and contract budget proposals identify all faculty and staff effort on the project.
- Principal Investigators (PI's) are encouraged to recover the actual costs of their time working on the research project from the sponsor. When the amount of available funding is not sufficient, a minimum of 2% salary support should be included in the proposed budget unless precluded by the granting agency.
- Proposals including less than 2% of PI effort must include a justification on the proposal routing sheet for review and approval by the Dean and Provost.
- When a course release is required in order to provide the PI with sufficient time to complete the project objectives, the amount of effort/salary support included in the grant budget must be sufficient to cover the cost of the course release. Requests for course release must be included in the proposal routing sheet so that the campus can budget the appropriate amount of funding.
- Effort for which no salary reimbursement is requested is considered to be cost-shared and should only be included when required by the sponsor and approved by the Chair, Dean, Provost and the Vice President for Finance & Management/Research Foundation Operations Manager prior to proposal submission.
- As required by federal regulations, sponsored program expenditures should be consistent with the costs contained in the proposed budget and award notice, including the salary support for faculty and staff effort.
- Changes made to faculty or staff salary effort included in an approved sponsored program budget must be approved by the appropriate Dean, or his/her designated representative.
- Sponsored activities are considered to be part of routine personnel assignments and individuals are generally not eligible to receive extra-service pay for sponsored program activities (for additional information, see the Extra-Service policy).

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The recovery of state funded salaries from a sponsored project will be invested back into the College Financial Plan with 40% directed to the Provost for investment into the support of research and academic initiatives including adjunct faculty support, and 60% allocated through the college annual financial plan to support other strategic initiatives.

The SPA Office guides the PI to appropriately include and calculate salary and fringe costs in grant proposals. The salary cost is determined based on the individual's Institutional Base Salary rate multiplied by the amount of personal effort allocated to the activity. The appropriate fringe benefit rate is used to calculate the fringe cost.

Upon receipt of an official award notice from the sponsor, SPA will take the following actions:

- Establish the award in the RF Business System.
- Prepare the IFR Form, reflecting the faculty and/or staff salary and effort approved in the final award budget and approved on the proposal routing sheet.
- Using the approvals of the PI and/or Dean/Chair/VP that appear on the proposal routing sheet as authorization, SPA will enter the salary recovery transaction into the RF Business System. Entry of the information into the system upon creation of the award will help to ensure that the effort is tracked and certified timely. SPA will forward notification to the PI, Chair, Dean/VP, and Financial Management Office that the IFR Form has been processed.

Upon receipt of the completed IFR Form, if the PI or any individual on the notification list feels that the IFR Form is incorrect or that adjustments are required due to changes in the amount of effort being contributed, they should contact the SPA Office to discuss. Changes to an individual's level of effort may require sponsor approval. If it is determined that changes are appropriate, a revised form will be created and routed for approval by the appropriate Dean/Chair/VP/Director.

SUNY Research Foundation

- SUNY Research Foundation electronically wires the salary reimbursement dollars to the Financial Management Office. The SUNY IFR Distribution of Grant Charges report detailing the payment information is sent to the SPA Office for verification of the monthly payment amounts.
 - Once verified by SPA, the Report is emailed to the Financial Management Office.

Financial Management Office

- Updates the annual reconciliation worksheet with appointment forms received from the SPA Office.
 - Data is captured by employee name, appointment type, appointment dates, project number, salary appointment amount and salary with calculated fringe benefits (state rate).
 - Deposits the IFR revenue with 60% going to the General University Fund to be included in the annual financial plan and 40% going into a Provost account to be utilized to support academic units.

Financial Management Office and Sponsored Programs

- Annually review the recovered salary costs with the actual salary expenses and the total costs of research. Present the information to the VP for Finance & Management, Provost,

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and President to determine if changes need to be made in the required amount of effort or the distribution of the recovered dollars.

DEFINITIONS

Compensation: calculation of an individual's campus approved institutional base salary for the individual plus the computation of the fringe benefit costs.

Cost-Share: allowable costs directly related to the work being done on a sponsored project for which no reimbursement from the sponsor is requested. These costs are covered with campus dollars.

Extra-Service: performance of service beyond that normally required of an individual's professional obligation. Extra-Service payments charged to a sponsored project are normally not allowed and must be pre-approved in writing by the sponsoring agency. SUNY limits extra-service payments to 20% of the base salary annually.

Fringe Benefits: various types of non-wage compensation provided to personnel in addition to normal wages. For example: group insurance (health, dental, life, etc.).

Fringe Benefit Rate: a rate used in a proposal to compute a value attributable to the cost for non-wage benefits allocated with each personnel appointment. Fringe Benefit rates are established through a negotiated agreement with the U.S. Department of Health and Human Services.

Income Fund Reimbursable: Research Foundation income fund reimbursable (IFR) appointments are a means by which departments and units charge sponsored projects for the salary and fringe benefits of College personnel who are: 1) devoting compensated effort to the grant; 2) and are paid from either the State appropriated operating budget (SAOB) or IFR accounts.

Salary Recovery: the state salary and benefits that is reimbursed to a state IFR account by charging the sponsored account for the percent of time a faculty or staff member worked on a specific grant or contract. This replacement of state salary does not change the obligations and duties of personnel.

Salary: the base state salary amount, referred to by the federal guidelines as the Institutional Base Salary (IBS).

RESPONSIBILITIES

- Principal Investigators (PI's) are responsible for following this policy on all of their sponsored activities, by including the appropriate amount of salary and effort in all budget proposals and indicating such on the Proposal Routing Sheet.
- Deans are responsible for reviewing all proposal routing sheets to ensure that the appropriate salary requests, including requests for cost sharing, to ensure that the budget represents the best interest of both the research and the college.
- Sponsored Programs Administration (SPA) will initiate and process the IFR Form per the information provided in the approved budget. Once funds are received from the RF, they will distribute funds from the sponsored awards to the College.
- Financial Management receives payments from the Research Foundation and distributes per the annual budget allocation and the approved campus procedures.

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APPLICABILITY

This policy becomes effective for all sponsored program funding proposals, competitive renewals, and subsequent awards including any contracts and sub-contract arrangements generated after the effective date of July 1, 2020.

RELATED PROCEDURES

[Proposal Routing Sheet](#)

APPENDIX/AUTHORITY

[Fringe Benefit Rate Schedule](#)

[SUNY Extra Service for Professional Staff Policy](#)

CONTACT INFORMATION

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APPROVAL

President's Cabinet, 04/30/2020

REVISION HISTORY

Date of change: 06/24/2026

Brief description of edit: Adapted to ADA compliant template