

Salary Savings in the College of Engineering FY24

THIS IS A DRAFT OF NEW POLICY, NOT YET APPROVED

What is Salary Savings?

Salary savings occurs when a PI gets **part of their academic-year salary paid from a grant**; since the department does not have to pay the PI during that time, the salary is “saved” for other uses.

How and When do I pay my salary from a grant?

How: A PI submits a request using [this](#) form. The form is received by the post-award grants specialist, who verifies that the salary requests are allowable on the grant. The verified request is then routed to the department administrator of the PI’s home department, who then gathers the department chair’s approval. Once the request is approved, the department administrator routes the request to HR Shared Services. **When:** The deadline for notification to Payroll is the first day of the month for which the salary change is requested.

Where does the ‘saved salary’ go? **How do I get my Salary Savings?**

“Saved” salary is handled one of two ways, depending on how much Discretionary Funds (**DF**) the PI has.

- If you have < \$100k in DF, the saved salary (minus fringe) is automatically returned to the PI’s Operating Accounts. The fringe is routed to the College of Engineering operating account.
 - **You don’t need to do anything** to get your Salary Savings – it is automatically processed by CoE Fiscal Office and will appear in your Operating Account in the month following.
- If you have ≥ \$100k in DF, there is **no** automatic return of F&A. But you can request return [here](#).

Why the DF threshold?

Departments return Salary Savings to faculty to spur research. But DF from grants is subject to **10% annual pullback to Campus**. Better that the CoE uses the DF on research for the College than send it back to campus. **How and when is my DF threshold (<>\$100k) determined?** See [here](#).