

Salary Savings in the College of Engineering FY24

What is Salary Savings?

Salary savings occurs when a PI gets **part of their academic-year salary paid from a grant**. The university has discretion on how to invest the salary savings to support research programs.

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?

If you have < \$100k in Discretionary Funds, the saved salary (minus fringe) is automatically returned to the PI's Operating Accounts. The fringe is automatically routed to the College of Engineering operating account and will appear in your Operating Account in the month following.