Salary Recovery in the College of Engineering
FY24

What is Salary Recovery?

Salary recovery occurs when a PI gets **part of their academic-year salary paid from a grant or other account instead of the departmental faculty salary account.** The University has discretion on how to invest the recovered salary 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 automatically routed to the post-award grants specialist, who verifies that the salary requests are allowable on the account(s) connected to the MoCode(s) provided and that sufficient funds are available*****. The verified request is then routed to the department Business Support Specialist of the PI's department, who then obtains the department Chair's approval. Once the request is approved, the Business Specialist 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.

*Remember Fringe in your Request!

The account associated with the MoCode you provide must contain sufficient funds to cover the salary **plus associated fringe** (23.8% in FY2024) that you have requested. Be aware that if you received a course buyout with a specific dollar amount, if that amount is less than your salary+fringe, you must specify another valid MoCode to cover the difference.

Where does the 'recovered salary' go?

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