

## MEMORANDUM

To: Deans, chairs, and directors  
From: Jeremy Haefner, Provost and Senior Vice President for Academic Affairs  
Subject: Direct charge of effort for grant-funded employees  
Date: 2 January 2011  
Cc: Dr. Donald Boyd

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This memorandum addresses how the institution charges the effort of grant-funded employees (e.g. post-doctoral researchers and other research staff) to a federal agency award.

When grant-funded employees engage in activities outside the scope of the sponsored project, **they are not permitted to direct charge 100% of their effort to a federal agency award.** Examples of activities that are outside the scope of a sponsored project include, but are not limited to, attending department meetings or University business-related functions unrelated to the sponsored project, presenting guest lectures in courses, responding to emails relating to university business beyond the scope of the sponsored project, and proposal writing for new or competitive renewals of existing projects. In these cases, a commensurate fraction of the employee's salary must be charged to a University-funded source.

In the special subcase of post-doctoral positions or 'postdocs', individuals serving in these roles are hired as temporary employees and are often part of the educational mission of the university. Typically, these individuals are asked to participate in activities that are part of their professional development, as future faculty members, in this position. PIs supervising postdocs are advised to consult with the Office of the Vice President for Research (for pre-awards) or the Office of Sponsored Program Accounting (for post-awards) to determine what is and what is not an allowable direct charge to a federal agency award.

This information must be disseminated to PIs supervising grant-funded employees so they can plan the activities and salary funding sources accordingly. Furthermore, going forward, deans, department chairs, and principal investigators must work together to ensure the University remains in compliance with this regulatory requirement. In the event that a college determines that University-funded sources within their budgetary control are not sufficient to cover those costs, they may make a request to the vice president for research for additional funds. The vice president will consult with the provost on such matters.