**Research Buyout and Salary Savings Return Guideline**

**Purpose**: To support the development of and incentives for robust research programs.

Add not for increasing Institutional Base Salary.

**Program Goals/Objectives:** The goal of this program is to incentivize and encourage sponsored projects for research activities. ***This program is for faculty to meet the goals associated with substantial research funding and high-intensity research programs***. For consistency, this research buyout guideline should be applied equally across all departments, schools, institutes and colleges.

**Concept behind the faculty salary distribution program**: The underlying concept of this program is that outside sponsored research can financially contribute to the faculty salary research workload. The salary savings is distributed back to the PI and central administration for research activities.

**Research Incentive Program:**

1. Individuals eligible for this program are PI eligible faculty that serve as PI, CoPI, or senior personnel on the sponsored project.
2. Academic year time must be an allowable cost on the sponsored project funding the buyout. The sponsored project proposal budget must include an appropriate faculty salary during the 9 academic months.
3. The sponsored project budget must also cover a minimum of 2 months summer salary for the requesting faculty member during the year of research salary buy-out.
4. This program is primarily for sponsored projects that have an F&A rate equal to the current federally negotiated rate for UNT or the F&A allowed by the sponsor.
5. Faculty can have more than one sponsored project that is utilized for this program.
6. This is not a teaching buyout which is covered by a separate process. <https://vpaa.unt.edu/sites/default/files/documents/faculty_course_buyout_procedures_12.22.pdf>

**Salary Savings Distribution, Use and Process:**

1. The salary savings will be distributed to meet the goals and objectives of this program.
2. Salary saved for a faculty member's research workload buy-out will be distributed as follows:
	1. 67% to the PI
	2. 33% to central administration.
3. Faculty members must request to participate in the research buyout program and get approval from the Department Chair, Dean, Provost and Division of Research and Innovation. Use the form at the end of this procedure document.
4. The percentage of FTE of the research buyout must be proposed by the faculty member based on the grant(s) approved budget for salary and cannot exceed their currently negotiated research workload percentage.
5. Returned salary savings funds will be placed in a chart string for faculty that is separate from other budgets and is not to be intermingled with sponsored project funds or IDC/F&A.
6. The returned salary savings funds to the faculty member must be utilized by August 31st of the fiscal year following the research buyout. Any unspent funds will be returned to central administration at the expiration date of the funds.
7. The PI(s) can use these funds to support research activities. Typical use of funds includes student or postdoc support, research or conference travel, equipment and supplies, software licensing, access to research or computational facilities. Note that all equipment and supplies purchased are UNT property.
8. PI acknowledges that this may take time to set up and that the Division of Research and Innovation will need to verify that salary costs are allowable by the sponsor.
9. Final buyout amounts will be calculated by the Provost office based on FTE and available funds.

Additional information may be found in the following locations:

Faculty Teaching and Research Buyout Form: <https://vpaa.unt.edu/file/58983>

Faculty Course Buyout Procedures: <https://vpaa.unt.edu/sites/default/files/documents/faculty_course_buyout_procedures_12.22.pdf>