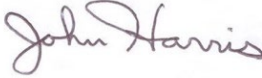


Date: April 29, 2026  
To: College Deans  
From: John G. Harris, Ph.D.   
Provost and Executive Vice Chancellor for Academic Affairs  
Subject: Faculty Grant Release and Benefit Retention Procedure

Effective July 1, 2026, the Provost will implement a comprehensive procedure governing the distribution of unused General Revenue Allocation (GRA) funded faculty salary and benefit dollars (grant release) when academic-year effort is charged to external grants. This new procedure is intended to provide greater transparency and consistency in the handling of academic-year grant release while ensuring that colleges maintain instructional capacity.

**Grant-Funded Salary (Grant Release)**

When a GRA-funded faculty member charges a portion of their academic-year salary to an external grant, the corresponding unused GRA-funded salary dollars will be transferred to the faculty member's research account, generally at the conclusion of each semester. These funds may be used to support research-related activities in accordance with university regulations. Department chair approval is required before effort is applied to the grant.

**GRA-Funded Benefits (Miscellaneous Instruction Support)**

When a GRA-funded faculty member charges a portion of their academic-year salary to an external grant, the corresponding unused GRA-funded benefits dollars will be retained by the college for the exclusive purpose of funding miscellaneous instructional needs, which include positions such as graduate teaching assistants, graduate instructors, adjuncts, and graders.

**Research Workload Limits**

Faculty may charge academic-year salary to grants up to their approved research percentage as established in the department's workload policy.

**Exceptions**

Any exception to this policy must receive prior approval from the appropriate college dean.

**Example:**

Faculty A has a budgeted academic-year GRA-funded salary of \$100,000. Per department workload policy, their maximum is 40%. Faculty A is charging 10% of their salary to an external grant.

<b>Faculty A</b>			
Effort charged to research		10%	
Maximum research workload policy		40%	
	<b>Salary</b>	<b>Benefits</b>	<b>Total</b>
<b><i>Budgeted GRA-funded</i></b>	<b>100,000</b>	<b>35,400</b>	<b>135,400</b>
Actual GRA-funded	90,000	31,860	121,860
Unused GRA due to grant funding	10,000	3,540	13,540
Transfer salary to Faculty Research Account			10,000
Transfer benefits to College Misc. Instruction Account			3,540
Total transfers			13,540

In this case, the faculty research account would receive \$10,000 and the college misc. instruction account would receive \$3,540.