Faculty in tenure-track positions,

The deadline to sign up to convert from a 12 to a 9-month appointment is approaching. Our office has received inquiries and requests for guidance. If you decide to convert to a 9-month appointment, please consider the following:

For proposals in development:
- Begin using your new monthly base salary for all projects that will extend past 01/01/2019; prorate your salary if the project will begin before and extend past 01/01/19.
- Some sponsors limit the amount of your time that they will support, which means that you will need to have multiple sponsors/projects in order to maximize your salary.
- Target opportunities that will fund at least 0.5 months (approx. two weeks) per year of your time, up to a maximum of 3.0 months per year. Salaries and fringe budgeted in excess of this amount (i.e., 6.6 pay periods) can be returned to your programs under the FPEP.
- In order to receive the maximum salary return each summer (i.e., 3 months), some projects would have to cover a period that includes fall and/or spring terms in order for you to cover your non-research effort commitments in summer (e.g., teaching and advising responsibilities).

For your current awards, pending awards or submitted proposals:
- Each award’s terms will need to be reviewed to determine allowable modifications, including reducing your time commitment to the project, increasing your base pay, changing the scope of work, or adjusting the budget. If prior approval is needed, a brief justification will be required. This information must be routed through UFIRST as a modification to your award.
- Ideally, your sponsor will be willing to pay for the unbudgeted salary increase (i.e., additional cost of your effort including associated fringe and F&A), but if the sponsor will not increase the size of your award to cover the cost of your committed effort, re-budgeting may be possible provided the scope of work does not change.
- If the sponsor will not allow you to reduce your time commitment to a project to leave the total budget unchanged, re-budgeting in a way that does not affect the scope of work (e.g., by changing effort in multi-investigator projects) will be necessary.
- If cost share was committed in your submitted budget, it will also increase and must be documented and tracked.

For navigating the process:
- Be willing to answer more questions related to your effort since 9-month appointments are new to IFAS and will require staff training; transitioning to the new effort reporting system has taken time and now we are asking staff to be proficient with both 9-month and 12-month faculty appointments.
- Be mindful that these changes represent a significant new burden on IFAS staff and resources, our colleagues in the Division of Sponsored Programs and in Contracts and Grants. Your patience will be greatly appreciated.

If you or the staff in your unit would like additional guidance, please contact my office for an appointment.

Jackie

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