

TEXAS A&M UNIVERSITY-SAN ANTONIO

SPONSORED PROGRAMS IN-OFFICE STANDARD OPERATING PROCEDURE (SOP)

<b>SOP #:</b> 1	<b>Version:</b> 1.0	<b>Effective Date:</b> 04-05-2021
<b>Title:</b> Sponsored Programs Pricing of Release time for nine month Appointment Faculty		
<b>Approved by:</b> Dr. Vijay Golla, Vice Provost for Research and Graduate Studies		
<b>Signature:</b> <i>Vijay Golla</i>		<b>Date:</b> 4-2-2021

**1. Purpose**

The purpose of this SOP is to standardize the pricing of Release time for grants across the University.

**2. Scope**

Consistent, uniform methods for determining the value of Release time in Grant proposals is necessary to comply with the Uniform Guidance at 2CFR 200.

**3. Allocation of Faculty Workload**

Faculty workload for a nine-month appointment shall be considered as follows:

60% Teaching  
20% Scholarship & Research  
20% Service

The Teaching load shall be considered at least three courses per semester (minimum 9 cr. hrs.) for spring and fall semesters regardless of whether release time has been granted for other purposes.

**4. Pricing of Release time for Sponsored Project Proposals.**

Based upon the allocation of Faculty Workload above, the value of 1 three credit hour course (in an academic year) shall be 10% of the faculty member's salary plus appropriate fringe rates and indirect.

*Example: Faculty member A has a nine-month salary of \$100,000. The value of Release time for one three credit hour course would be \$100,000 x 10% or \$10,000.*

*Faculty member B has a nine-month salary of \$60,000. The value of Release time for one three credit hour course would be 60,000 x 10% or \$6,000.*