

**The Information School
Policy on Managing Non-Grant/Contract Funding
and Allocation of Effort for Research Faculty**

**Issued April 9, 2007 by EFC
Revised and approved by the iSchool EFC February, 2008
(Faculty Approval Not Required)**

This policy defines how the Information School (iSchool) provides oversight for and manages the non-grant or contract funded efforts of the School's research faculty. For purposes of this policy "research faculty" are faculty not holding tenure-track appointments whose primary funding comes from grants and contracts and grant/contract funded research scientists who are responsible for establishing their own primary funding sources independent of a faculty principal investigator. Responsibility for administering this policy is assigned to the Associate Dean for Research.

The Information School recognizes that research faculty, in addition to contract and grant responsibilities, also may have responsibilities for service to the University and the School, including, but not limited to, proposal writing. Indeed, to maintain continuity of funding, some proposal writing and development activities are expected. Communication about these activities include planning, scheduling, setting priorities, and reporting on their outcomes.

Annually in Winter Quarter, the iSchool Human Resources (HR) staff will provide to the Associate Dean for Research a list of research faculty as defined by this policy. The Associate Dean for Research will request that each research faculty member prepare a brief report that covers both past activities and outcomes, and plans for future ones. Specifically, the report will summarize:

- The past year's activities and outcomes for all service and grant/contract proposal activities not specifically sponsored by externally funded projects, and
- Plans, schedules, and suggested priorities for service and grant/contract proposal activities for the subsequent twelve-month period.

The Associate Dean for Research will also meet with the research faculty member to discuss this report and their planned non-grant/contract funded activities. The Associate Dean for Research will approve the report, as modified during or after their meeting, then forward it to iSchool HR, who will maintain a record of the report and make it available for the annual performance review of the research faculty member.

The Associate Dean for Research will use these annual reports to determine when non-federal funds need to be available to fund a research faculty member's salary to cover non-grant/contract related activities. The percentage of salary to be paid by the School from non-federal funds will be proportional to the amount of non-grant/contract activity. The School will compensate a research faculty member for this service and proposal activity at a rate proportional to the amount of non-grant/contract activity. Compensation for planned service and activities above 5% of a research faculty member's base salary must be approved in advance, in writing, by the Dean of the Information School.