

CEE Policy

Support for Academic Staff, Non-Academic Technical Personnel, and Laboratories

Final Version, December 12, 2001

Purposes:

1. To provide funding to cover CEE needs for instructional, laboratory, and research support provided by non-tenure track academic staff (Senior Research Associates, Research Associates, Lecturers) and by non-academic technical personnel (Lab Managers, Technicians) who have long-term appointments. [This policy does not cover adjunct faculty and visitors (who are either supported by the School, by individual faculty, or are unsupported) or those post-doctoral students, research associates, and technicians whose efforts are fully devoted to the research of individual faculty or to specific research projects.]
2. To provide some funding for the maintenance, upgrading, and replacement of equipment in instructional and research laboratories.

Rationale: This policy is intended to assist CEE in offering long-term commitments to instructional, laboratory, and research personnel that are vital to School efforts either through the direct performance of their duties or through freeing tenure-track faculty to be available for needed activities. It is also intended to provide a degree of School support for instructional and research laboratories.

Revenue: The revenue for this support will come from the following sources:

1. The School assessment of all AY faculty salary recovery (including benefits) coming to CEE will be raised from 25% to 30%, effective immediately. At the same time, the School will allocate one third of this 30% share of salary recovery to the lab/program account of the faculty member's Mission Area.
2. In addition, all research proposals for projects that use School laboratories must include budget amounts for technical support as follows:
 - (a) Projects that need the specific services of technical-support personnel shall include in the personnel budget all costs for technical-support time, including a full description of the proposed services. This should be based on either percentage of time for salaries or the number of hours for wages, both budgeted at appropriate full rates and including fringe benefits. Moreover, all associated lab supplies and equipment costs should be included in the appropriate budget slots. These budgeted amounts must cover all costs of design, fabrication, set-up, operation, disassembly, and cleanup for the laboratory work.
 - (b) All research proposals for projects that use School laboratories and that do not contain budget line items covered in item 2(a) must include a budget item under "services" or "other" to cover general technical support. This should be based on an estimated percentage of the salary and fringe benefits of the lab manager and/or technician who will most likely perform the services. If the PI cannot make these estimates, s/he should use an amount equal to 10% of the salary and benefits of all the technical-support personnel likely to serve the project. Moreover, all associated lab

supplies and equipment costs should be included in the appropriate budget slots.

Post Award: When proposals are funded, the following policies shall apply:

1. The School allocation of one third of salary recovery shall be transferred to appropriate lab/program support account at the time of recovery.
2. Budgeted amounts for general technical support will be charged to the research account on a monthly basis as attributable to the relevant lab manager or technician.
3. Specific budgeted tasks shall be charged to accounts at the rate at which the work is performed up to the budgeted amount. If the total effort is less than 105% of the budgeted amount, there will be no charges to the account beyond the lesser of actual work or 100% of the budget. If the total effort is more than 105% of the budgeted amount, additional effort beyond 105% must be charged to the account at full rates. (In other words, the School will cover overruns up to a maximum of 5% of the budgeted amounts, but the project or the investigator must cover any overruns beyond 5%.)
4. Unbudgeted new or additional specific tasks performed by the technical staff directly for the project must be charged to the project at full rates to the extent that they are within the technical-support budget or exceed 105% of the technical support budget.

Exceptions: During the proposal stage, exceptions to this policy may be granted by the CEE Director and Administrative Associate in special circumstance such as equipment-only grants or projects for which all personnel costs represent matching by Cornell.

CEE Support: In addition to the above, the School will allocate from its operational funds \$1,000 per year to a laboratory/program support account established for each CEE Mission Area. These accounts do not bear indirect costs. From time to time, the Mission Area may elect to contribute additional funds to this account from the Area's discretionary account. Finally, individual faculty members may also elect to contribute to these accounts from their salary-recovery accounts.