

Office for Research and Sponsored Programs Reassigned Time and Match Guidelines

Externally-Funded Reassigned Time

In keeping with federal agency guidelines for funding grants and contracts, reassigned time is expressed in person months or as a percentage of effort. In either case, the effort must be expressed as a percentage of salary.

Loyola Marymount University budgets course release for full-time faculty members at a rate of 12.5% of annual salary per course (also expressed as 1.13 person months). Deans may authorize a waiver of these guidelines to a lesser amount. In such cases, the Office of Research and Sponsored Projects may cite the difference (including waived fringe benefits) as university cost-share.

Budgeting Reassigned Time for Externally Funded Projects

All requests for reassigned time from an external source (in the form of a grant-funded course release), must be approved by the Chair and Dean prior to proposal submission.

In cases where reassigned time cannot or will not be supported by an external source, Deans may authorize reassigned time to faculty whose grant projects hold particular mission-related, strategic, or public relations value for the university. Such reassigned time will be counted as a cost-share and will be documented as such on the Cost Sharing Agreement Form.

Institutional Match Considerations

All requests for institutional match (cost-share) must be approved by the Chair and Dean prior to proposal submission.

Please note that the term “institutional match” includes not only direct cash match, but also any allocation of university resources that will not be funded by the external sponsor, such as unfunded reassigned time of any LMU employee, designated space, student support costs, housing costs, un-recovered finance and administrative costs, unfunded insurance, etc.

It is Loyola Marymount University policy to offer a cost-share commitment to a sponsor only when the sponsor’s specific program guidelines require it. Institutional matching costs can be significant and the ORSP, PAAA and the PI must budget, approve and account for all cost share items.