

College of Education
Office of Research
Salary Savings Guidelines & Utilization Plan
FY25 – UPDATED

Overview:

As the flagship institution of higher education for the Commonwealth of Kentucky, the University of Kentucky is held to a high level of accountability for its business practices. Every reasonable effort must be made to ensure that funds are used in a responsible and appropriate manner.

The College of Education at the University of Kentucky is committed to fostering creativity, innovation, and fiscal responsibility. As one of the only colleges across the university that reinvests salary savings directly for faculty and departmental use, we strive to build support for your ingenuity and dedicated efforts to research and scholarship.

This document provides guidance on the utilization of salary savings resulting from faculty securing extramural funding and provides a template to outline the utilization of these funds at the faculty and departmental levels.

Salary savings funds can be used to strategically support faculty and departmental success, as aligned with the University of Kentucky’s mission and strategic plan. This can include community outreach, enhancing the research capabilities of the faculty and staff in the unit, supporting general research costs, building and supporting research teams, and/or supporting unit student activities.

Departments may also use salary savings funds to cover or enhance instructional support, particularly when PTIs might be needed due to research-related course buyouts, and to support new initiatives within the department.

Discretionary expenditures outlined in the Business Procedures manual should be used as guidance for all purchases [BPME E-7-10](#)

College of Education Salary Savings Guidelines.

As of August 15, 2024, the following guidelines will support the distribution of salary savings:

- A minimum of **30%** of salary savings returned to the **PI or Co-Is** (Departments may return a higher percentage) to be used at the discretion of the faculty
- A maximum of **30%** of salary savings to support the [Wethington Award](#) awarded in May
- A maximum of **40%** of salary savings returned to the home **Department** of the PI or Co-I to be used according to the department’s rules document, or if none exists related to salary savings, at the discretion of the Department Chair

Opportunities for faculty use of their portion of the salary savings funds include, but are not limited to:

- graduate student support
- research equipment (purchase, upgrades, maintenance, etc.)
- seminars, symposia, workshops
- domestic and international travel for university purposes
- travel related to community projects, data collection, etc.
- additional staff salary support*
- supplies (including research-related office supplies)
- research software
- participant support costs
- community engagement activities
- research participant recruitment and outreach
- research professional development
- publication costs
- computers**
- part-time instruction to help cover departmental needs

*Salary savings funds are a non-recurring source of funding. Caution should be exercised when supporting full-time salaries/hiring staff.

**Computers (i.e., laptops, desktops, monitors, and related equipment are the property of the University of Kentucky. Caution should be exercised if purchasing equipment for student use. Note that if an individual (faculty, staff, or student) leaves the university, all equipment shall be recovered and remain for lab, department or college use.

Inappropriate uses include:

- current faculty salary supplements (overloads)
- purchase of furniture is not permitted

Process

- The college determines and will share which positions are eligible for salary savings and Wethington Awards.
- Faculty with external funding as PIs or Co-Is are responsible for ensuring effort is being charged to grants appropriately. Salary savings only occur when grants are charged during the academic year.
- Investigators submit written proposals to the Department Chair outlining the intended use of the funds, project collaborators, alignment with goals/objectives, and proposed milestones. First draft is due February 15. Final due March 15 with any updates on proposed expenditures through June 30.
- The Department Chair reviews and files plans for proposed expenditures.

- Faculty should follow college purchase procedures to complete approved expenses.
- The Business Officer will create the initial entry into the salary savings spreadsheet and any subsequent updates. The Business Officer will send this information to the PI/Co-I for review and approval. Once approved, the Business Officer will send the cost distribution update to the COE Payroll Team.
- The Business Officer will reconcile use of departmental and faculty funds monthly. Estimated expenditures will be discussed at the department's monthly fiscal team meeting. The Business Officer will also provide faculty with regular reports of their salary savings spending and balances.

Review of Fund Utilization

In April of each academic year, a review of the fund utilization will take place to guide end-of-fiscal-year discussions. **No salary savings funds can be considered carryover and use of funds must abide by fiscal year end timelines shared by the college.**

Funds must be spent and processed by fiscal year-end – June 30th. Note – all items ordered must be received by June 30th.

Utilization of Salary Savings Plan

The template provides an outline / approach to utilizing funds in alignment with the guidelines outlined above and by the end of each fiscal year.

All faculty with any salary savings (as PI or Co-I) should complete the following and submit it to the Department Chair.

Date Submitted:

Faculty Name:

Amount Available:

Confirmation that effort is being charged to grants (review PI report and cost distributions). Please initial:

Please submit an updated utilization plan if additional funding is secured and total amount changes during the academic year.

Please provide a summary that explains if / how you intend to utilize salary savings funds. Provide an estimated budget, with appropriate categories (see below) where applicable and projected timeline. Feel free to use additional formats that work best for you (e.g., Excel, etc.).

1. Personnel and Student Support:

Some examples could include:

- *Hiring additional labor to expedite completion of ongoing projects.*
- *Contracts for specialized expertise to enhance project outcomes.*
- *Providing financial support for graduate students involved in department-related research.*

2. Equipment and Supplies:

Some examples could include:

- *Procurement of essential equipment to enhance research capabilities.*
- *Purchase of specialized software or tools to support data analysis and project execution.*
- *Investment in materials necessary for project implementation.*

3. Research-related Travel and Professional Development

Some examples could include:

- *Attendance at conferences to present research or serve in other roles that support your professional advancement.*
- *Attendance at workshops and seminars to stay updated on the latest trends and practices.*
- *Networking opportunities with other researchers to foster collaboration and knowledge sharing.*
- *Travel expenses for site visits, data collection, and project coordination.*

4. New or General Project Initiatives

Some examples could include:

- *Exploring new research areas aligned with the college/department's objectives.*
- *Collaborative projects with other institutions to broaden the scope of research.*
- *Initiating pilot projects to collect preliminary data, test innovative strategies, or support future funding opportunities.*
- *Participant support costs*

Proposed Budget for Salary Savings Expenditures

Personnel

Student Support

Equipment and Supplies

**Travel & Professional
Development**

Participant Support Costs

Other Direct Costs

TOTAL

