



Budgeting 102

SALARIES & WAGES



Office of Contracts and Grants
UNIVERSITY OF COLORADO **BOULDER**

Be Boulder.

Presenter Introduction



Proposal
Development

THE OFFICE OF **Contracts & Grants**

Proposal Analysts assist faculty and department administrators with proposal preparation—specializing in the creation of detailed budget estimations for sponsored project proposals using CU Boulder salary rates & policies.

About Me

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SENIOR PROPOSAL ANALYST
OFFICE OF CONTRACTS AND GRANTS



BIG PICTURE

Importance of Budget Estimation



Why is it important to estimate the actual cost of CU employee salaries, tuition & fringe benefits?

Complies with the Uniform Guidance



Complies with University Rates & Policies



Sponsor Guidelines and Review



Covers Effort Needed to Complete SOW



Avoids the Need for Dept. Funds to Cover Gaps

INFLATION & JOB TITLES
Basics of Salary Calculation

**What Do
You Need
to Know to
Calculate
Salary?**

Salary Calculation Checklist

Current salary of named employee
Current department salary rates for GRAs



Job title and FTE of named employee
Department of named/TBN GRA



Project Start Date (Period of Performance)
Amount of Effort Needed for Project
AY/CY/Summer months



Job Titles & FTE

Confirm the appointment period & FTE of the job position to calculate accurate monthly pay

9 months



Faculty

1 month



Graduate Research Assistant (GRA)

12 months



Administrative

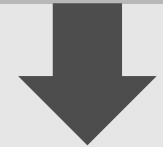
12 months



Research Faculty & Associates, Postdocs

Annual Salary / Job Position FTE

= Annual Base Salary (1 FTE)



Annual base salary / # of months in appt. period

= Monthly Salary

Job Titles & Inflation

JOB TITLE determines when salary inflation occurs

*Inflation rates are set annually by CU Boulder's Office of Budget and Fiscal Planning

July 1st



Faculty

August 15th



Graduate Research Assistant (GRA)

July 1st



Administrative

October 1st



Research Faculty & Associates, Postdocs

3%

Salary

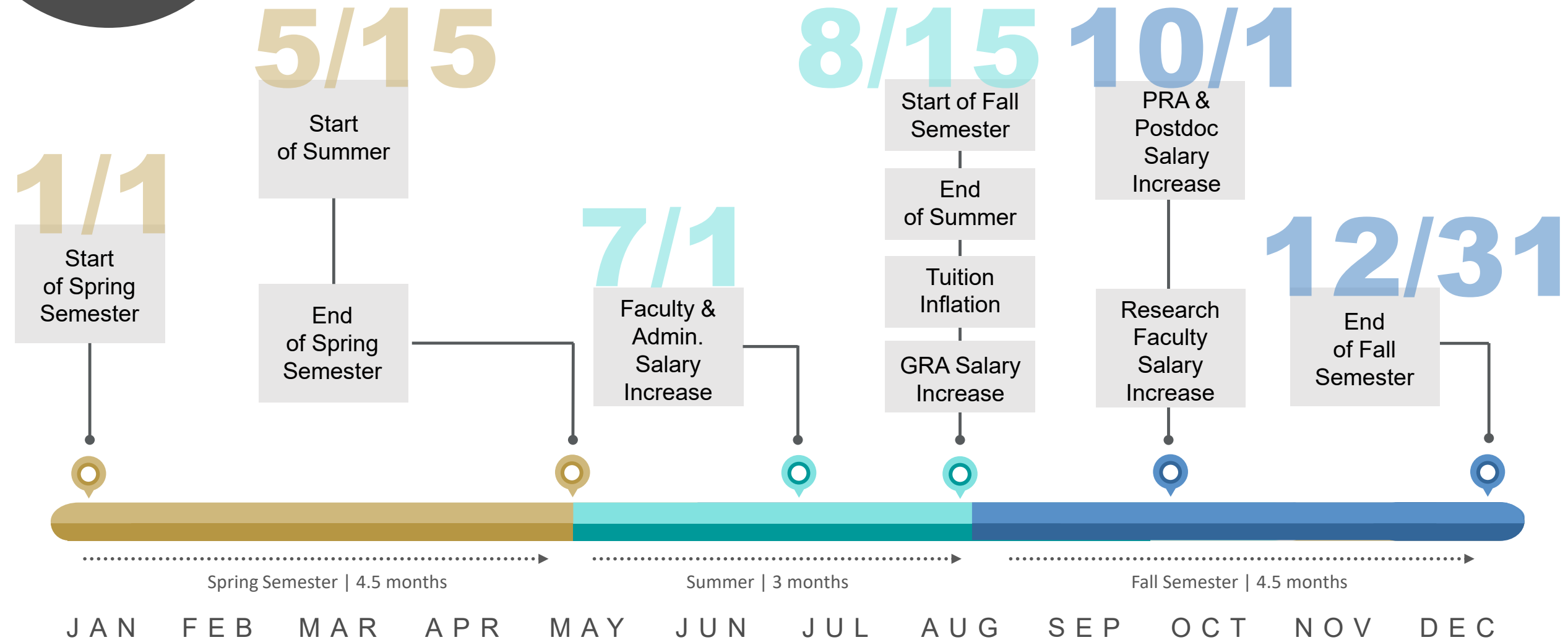
Inflation



3%
Inflation
& salary increase

INFLATION & JOB TITLES

Inflation & Project Start Dates

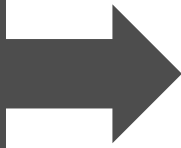


GRA Tuition Rates

Effort

Course Hours

45-50%



9+

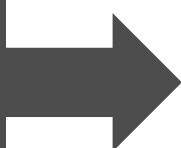
Full Tuition

40-45%



8

35-40%



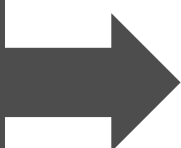
7

30-35%



6

25-30%



5

TUITION cost is dependent on GRA salary effort on the project & college specific rates (cost/semester)

2019-20 Full Tuition Rates

Engineering - \$7,686

Law JD - \$14,859

CMCI - \$6,750

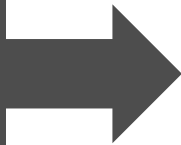
A&S, Other - \$5,913

Business - \$8,433

Job Titles & Fringe Benefit Rates

FRINGE BENEFITS are a required cost to factor in to your budget estimate

28.4%



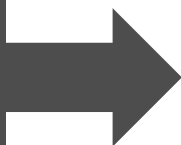
Faculty

12%



Graduate Research Assistant (GRA)

36.4%



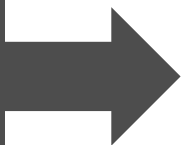
Administrative

36.4%



Research Faculty & Associates, Postdocs

1.1%



Hourly

*Determined by the DHHS Negotiated Rate Agreement

**Fringe benefit rates are no longer inflated throughout the period of performance



Faculty

FREQUENTLY ASKED QUESTIONS

Faculty Maximum Effort & AY Time

HOW MUCH EFFORT CAN FACULTY DEDICATE TO A SPONSORED PROJECT?

- No one can exceed 100% effort – no overtime!
- Consider the faculty's appointment for research effort during the academic year
- Consider the faculty's current and pending sponsored projects for summer/AY effort
- Consider the sponsor and solicitation guidelines (Example: NSF has a 2-month summer effort max, NIH Salary caps for PIs/Co-PIs and fellows/trainees)





**Research
Faculty**

FREQUENTLY ASKED QUESTIONS

Research Faculty & Soft Money

HOW MUCH EFFORT CAN RESEARCH FACULTY DEDICATE TO A SPONSORED PROJECT?

- Some research faculty salaries are funded 100% by “soft money” or sponsored project funds
- Often research faculty will be able to dedicate more effort to sponsored projects than regular faculty
- Research faculty do not have their maximum effort limited during the academic year
- Use CY (calendar year) to define time for research faculty





GRAs

FREQUENTLY ASKED QUESTIONS

GRA Maximum Effort

HOW MUCH EFFORT CAN A GRA DEDICATE TO A SPONSORED PROJECT?

- GRAs allowable maximum effort during the AY is 50% (during the summer it is 100%)
- Determined by the Graduate Student Appointment Manual; students need available time for academics during AY
- A GRA with “full-time” effort would be defined as:
50%, 9 months, AY
100%, 3 months, Summer





GRAs

FREQUENTLY ASKED QUESTIONS

GRA Tuition & Effort

DO WE NEED TO BUDGET TUITION FOR A GRA?

- Tuition cost must **ALWAYS** accompany a GRA working during the academic year (AY)
- If tuition is not allowable or forgotten, it must be covered by funds from the PI/department
- Tuition cost is based on the amount of effort the GRA contributes on a sponsored project
- Tuition is **not** required for summer effort



FREQUENTLY ASKED QUESTIONS

Hourly Student Assistants

CAN A GRAD STUDENT BE PAID HOURLY?

- Grad & undergrad students can be hourly student assistants
- Minimum pay for hourly grads is defined by the Grad School Manual: \$29.18/hour
- Commitment must be less than 5 hours per week and/or GRA will be employed for less than one month, no tuition remission included
- Once effort exceeds the maximum hours, a grad student must be paid as a salaried GRA with tuition (if working during the AY)
- Undergrad student assistants have rates:
- <https://www.colorado.edu/studentemployment/descriptions-pay-codes>



GRAs &
UNDERGRADS

BUDGETING 102: SALARIES & WAGES

Questions



Contact Us

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Your department proposal analyst:
[colorado.edu/ocg/directory](https://www.colorado.edu/ocg/directory)



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