

February 19, 2002

MEMORANDUM

TO: Faculty

FROM: David Knapp

CC: Department Administrators
William Cooper
Mary Jo Ivins

SUBJECT: School Policy on Reimbursement of Faculty Time

The school encourages faculty to work in collaboration with colleagues in other schools, UM campuses and other institutions on joint research projects. Any effort on a sponsored project school that could potentially require documentation of the faculty member's time must be routed through ORD and approved in advance by the chair of the faculty member's department.

In general, any project with faculty effort should include reimbursement to the department for the faculty member's time (including those with other departments within the school). Incidental collaboration or consultation, where a percent effort is not articulated in the proposal, does not have to be reimbursed. The chair may make exceptions to this policy for unusual circumstances.