

Date: July 11, 2007

To: Deans, Directors, Department Heads, Department Fiscal Managers

From: Christy Rickard, Manager, Sponsored Programs

Re: Computation of Released Time and Cost Sharing

Released Time and cost share use the same calculations. They are based on the employees' type of the appointment. **When releasing an employee's time from a Sponsored Project, please show your calculation on the IDR for audit purposes.** Here are the calculation formulas.

- A. Calculation for a person on a **fiscal year appointment** {*12 month*} is based on the monthly salary for any given month.

EXAMPLE: Professor X makes \$8,420 per month and is paid from an Appropriation Budget. Professor X expended 12% of April effort on a sponsored project.

$$\begin{array}{rclclcl} \text{Monthly rate} & \times & \text{\% of effort} & = & \text{Amount to be released} \\ \$8,420 & \times & 12\% & = & \$1,010.40 \end{array}$$

- B. A person appointed for the **academic year** {*9 month*} is under contract with UW for 262 days (08/23/2007 - 05/10/2008) for the 2007-2008 academic year. Calculate the value of the effort by using the total number of days in the month, divided by the total contract days in academic year, times the annual salary, times the percentage. The exceptions are September and May. In September, the few days in August are added to make it 39 this year. In May, only the days through commencement are included for a total of 10 for this academic year.

EXAMPLE: Professor Y earns \$73,536 annual salary and is paid from an Appropriation Budget. Professor Y expended 12% of April effort on a sponsored project.

$$\begin{array}{rclclcl} \text{No. of contract days in} & & \text{Annual} & & \text{\% of} & & \text{Amount} \\ \text{the mo. being released} & \times & \text{salary} & \times & \text{effort} & = & \text{to be} \\ \text{No. of days in academic yr} & & \text{rate} & & & & \text{released} \\ \\ \hline \text{30 days in April} & \times & \$73,536 & \times & 12\% & = & \$1,010.42 \\ \text{262 days in academic year} & & & & & & \end{array}$$

- C. Fringe benefits are allowable charges. FY 2008 rates are as follows:

Released Time: *Optional* up to 40% of released benefited salary amount

Optional up to .63% of released Graduate Assistant salary amount

Cost Share: Automatically computed @ 40% of benefited salary and .63% of GA salary

Proposals: 40% of salaries for fringe.

A memo will be sent annually informing Deans, Directors, Department Heads and Department Fiscal Managers of the number of days in future academic years.

Questions should be directed to Christy Rickard crickard@uwyo.edu (766-3131).