

INCOME FUND REIMBURSABLE (IFR) APPOINTMENTS POLICY

Definition

An IFR appointment provides a mechanism for the Research Foundation to reimburse the State of New York for services rendered on RF administered projects to individuals who are on the SUNY payroll. Since these individuals are not Research Foundation employees, they are not subject to RF salary and wage rules. The reimbursement can be for varying periods of time and differing percents of salary up to 100%.

Types of Appointments

IFR appointments allow for a SUNY employee to provide services to a sponsored project while remaining on the State payroll. Retaining state employee status can be an important consideration for maintaining continuity of certain benefits such as retirement in the State Employee Retirement Systems, or in continuing a permanent appointment status.

Long term IFR appointments generally occur when SUNY faculty or staff work as full-time principal investigators or provide other on-going key functions to a sponsored project. Other IFR appointments might be relatively short in duration, such as occurs when a state employee's time is "released" for a semester in order to provide services to a research project. In this case the research project provides the funds for the college to hire a temporary replacement. Other short-term appointments allow college faculty or staff to provide extra or additional services to the Research Foundation while continuing their regular college obligation. In either case, the employee remains on the state payroll and the Research Foundation reimburses the State through an IFR account for the portion of the individual's salary that can be attributed to the research project.

General Guidelines

All IFR reimbursements are subject to the following Research Foundation requirements and SUNY policies.

The services for which the reimbursement is made must be reasonable, necessary and within the scope of the specific sponsored project to which they are provided.

- Sufficient funding must be available in the award to accommodate the salary and fringe benefit charges, as well as any applicable indirect costs.
- The salary costs must be budgeted in the award and approved by the sponsor.
- The beginning and end dates of the services provided and for which reimbursement is being made must be within the award period of the sponsored project/task/award.
- The services provided to the research project must be approved in advance by the Project Director, the Employee's Department Chairperson, the Employee's Academic Dean or Vice-President, the Vice President for Research Administration or Delegate, the Provost, and the College Budget Office.

SUNY faculty and staff in both professional and non-professional positions are eligible to receive extra service compensation providing ALL of the following conditions are met. However, SUNY non-

professional employees represented by CSEA who are seeking extra service compensation should first consult with the Research Foundation to insure that the proposed additional services are consistent with union regulations.

The services to be rendered are beyond that, and different from, the individual's professional obligation.

- The work performed is outside the employee's regular scheduled hours.
- The total amount to be compensated per year does not exceed 20% of the individual's annual academic or calendar year SUNY salary.
- The individual to receive the extra service appointment is not providing services to the Research Foundation as an independent contractor.
- The SUNY employee is not already receiving extra service compensation from the College or other SUNY campus. (Note: such an appointment would not necessarily prohibit the extra services appointment; however, the total extra services compensation from all SUNY sources and the Research Foundation cannot exceed 20% of the individual's regular SUNY annual salary).
- The employee must be on the SUNY payroll at the time reimbursement is made. Faculty on 10-month appointments cannot receive extra service payments during the summer (June-August). Faculty working on sponsored projects during the summer semester are appointed directly to the Research Foundation payroll.

IFR Appointment Form

The Research Foundation Request for IFR Appointment form is completed in order to initiate reimbursement for regular salary support, release time, or extra service payments to the College. The form can be found on the Grants Management section of the RF Buffalo State website: www.rf.buffalostate.edu.

The IFR Appointment Process

When a new award is established, the Grants Management Specialist responsible for the IFR process, Mr. Dale Bessinger, reviews the project budget to determine if extra service or course release payments are required. If so, the grants management specialist contacts the Project Investigator to initiate the IFR form and facilitates the entire IFR process. The Research Foundation Office of Sponsored Programs Grants Management Department is responsible for obtaining the initial signatures of the Principal Investigator, the Employee's Department Chairperson, the Employee's Dean or Vice-President, and the Provost, which must be obtained prior to sending the form on to the College Budget office for the final additional required approvals.

After all of the necessary approvals have been obtained, the appointment is processed in Oracle Apps, The Grants Management Department is responsible for monitoring the IFR process throughout the life of the award, and insures that IFR payments to the College are made timely and are consistent with sponsor and RF guidelines.