

June 13, 2020

Dear Eligible SPH Ladder Rank Faculty,

The **Faculty Salary Research Exchange Program** (FSREP) allows investigators to direct charge up to 50%<sup>1</sup> of their academic year research effort to appropriate contracts and grants (allowable under sponsor guidelines), and use the salary savings generated from their ladder rank faculty position to create a research fund.<sup>2</sup>

**FSREP requests must be made in advance** (i.e., retroactive requests and effort adjustments are not permitted). Although retroactive requests were a practice in the past, we were in non-compliance; it has been made clear to us that retroactive requests will no longer be processed. *If you have a severely delayed new award/sub-award (i.e., the SPO issuance date is several months into the project period), please let me know. We can explore options and I can submit an exceptional request on your behalf to campus, if necessary.*

As the PI, **you are responsible for initiating FSREP requests** (i.e., it is not automatic given a proposal/award budget). Please contact your Research Administrator **at least two weeks prior to the 1st of the month in which you would like to start your FSREP participation** (e.g., for FSREP starting October 1st, contact your RA by September 17th). Doing so will allow your RA time to perform the salary calculations, obtain your signature, and submit the request for Dean's Office approval. You can request up to 12 months, during the period of July 1, 2020 - June 30, 2021.

**Completed and signed forms** should be submitted to the Dean's Office at [sph\\_acad@berkeley.edu](mailto:sph_acad@berkeley.edu) for review and approval, followed by Dean's Office submission to BRS for processing. Twice a year (following the fall semester and the spring semester), the SPH Finance team will transfer the full amount of the salary savings generated by the FSREP to your discretionary research chartstring (fringe cost savings is not transferred).

**Under FSREP, there is no release from teaching or service duties.**<sup>3</sup>

The 2020-21 FSREP Request Form is attached, as is a map of the process and campus FAQs. Please feel free to contact me or Lia Germain ([germain@berkeley.edu](mailto:germain@berkeley.edu)) if you have any questions.

Many thanks, Seana

<sup>1</sup> SPH has been given approval by the Vice Provost for the Faculty to participate in FSREP beyond the normal 30% rate. SPH faculty are allowed to participate in FSREP for up to 50% effort, provided that the faculty member meets her/his required teaching load and service duties.

<sup>2</sup> Only tenure-track and tenured (non-emeritus) faculty are eligible to participate in FSREP, given the central funding of their academic year salary.

<sup>3</sup> Teaching load in SPH is set at a minimum of three courses during the academic year, with a one-course reduction provided for particular service duties. Teaching load must be maintained to qualify for FSREP; course buy-out requests are considered separately (please contact Denise Cronin, Education Operations director, with any buy-out questions: [cronin@berkeley.edu](mailto:cronin@berkeley.edu)).