

Mayagüez Campus  
University of Puerto Rico  
ADMINISTRATIVE BOARD

**CERTIFICATION NUMBER 16-17-309**

The undersigned, Secretary of the Administrative Board of the University of Puerto Rico Mayagüez Campus, CERTIFIES that in its meeting held on Tuesday, June 20, 2017, the board received the faculty member recommendations presented by the Deans, and after their evaluation APPROVED the following **MEASURES TO IMPROVE EFFICIENCY IN THE USE OF RESOURCES IN RESEARCH** for the MAYAGÜEZ CAMPUS.

This certification repeals the Administrative Board's certification number 16-17-260<sup>(1)</sup> and certification number 16-17-308.

**I. RESEARCH PROPOSALS AND PROJECTS**

We must responsibly procure that research activities supported by the Campus result in the greater institutional benefit.

**A. Cost-sharing:**

- i. As a general rule, the Campus will not incur in cost sharing commitments unless they are required (mandatory) by the sponsor as a pre-condition to approving the grant.
- ii. When cost-sharing is required, and the option to commit faculty and other participants' time as *in-kind* matching is viable, this petition should be requested and justified to the Department Chair, so that they may evaluate it and present their recommendation to the Faculty Dean. The Department Chair must indicate how the courses that the professor will cease to provide will be attended to. If approved, this teaching load reduction and its cost must not exceed the total of the indirect costs and other project benefits received by the Campus, such as student assistantships and improvements to research infrastructure. This task substitution does not apply to faculty whose regular duties do not include classroom teaching.

**B. Course Buyouts and Teaching Load Reduction (*Release time*):**

- i. If the sponsor allows course buyouts, the time that the Principal Investigator (PI) or any of the participants needs must be processed using the buyout mechanism as the primary option. The use of the course buyout mechanism as a primary option does not apply to faculty whose regular duties do not include classroom teaching. The calculation for the buyout must be performed based on its real cost, considering the corresponding equivalence in credits, and taking into account that the professor's base salary corresponds to 24 credits or the maximum allowed by the sponsor or the necessity of the work unit (3 credits correspond to 25% of time and effort). In addition to this amount, the corresponding allowable employer contributions must be calculated and included.
- ii. Once the need for course offerings is attended to, and in compliance with the guidelines included herewith, the Deans shall have discretion to grant release time for research, creative endeavors or service that is understood as an institutional benefit as long as it can be covered within the assigned budget or their own funds. New petitions of funds for release time will not be considered except in highly justified cases, and only after it has

been demonstrated that the guidelines for academic load assignment included in this document have been followed. In the Departments of the College of Agricultural Sciences, the faculty duties of formal instruction, research, and informal instruction must be balanced such that they are approximately proportional to the amount of faculty in each home unit (College of Agricultural Sciences, Agricultural Experiment Station, and Agricultural Extension Service).

- iii. Faculty with full or part-time temporary appointments can submit research proposals, and if these are approved their research work shall be assigned through the buyout mechanism.

C. Graduate Assistantships and Hourly Wage Students:

- i. As long as it is allowed by sponsors, research proposals that plan to include graduate students must include in their budget the total tuition cost plus the cost of fees and health plan for the semesters and summers that will be covered.
- ii. If hourly wage students are to be included, their cost should include the allowable employer contributions that must be covered with the external funds.

D. Verification by the Budget Office, the R&D Center, the Agricultural Extension Service External Resources Unit, the Agricultural Experiment Station Office of Research, and the Chancellor's Office:

The researcher must meet with their Dean of Research (or equivalent) early in the proposal preparation process in order to evaluate institutional commitments, as well as other activities that can have an impact on the operating funds of the UPRM, the Agricultural Experiment Station (EEA, in Spanish), or the Agricultural Extension Service (SEA, in Spanish). This preliminary analysis will be completed according to the guidelines established in this document.

The Director of the Budget Office and the College of Agricultural Sciences' Director of Planning and Budget shall be provided access to *Kuali Coeus* and other tools used to submit proposals, so that they may address any questions that could come up during the process of verifying institutional commitments.

In witness whereof and for all pertinent purposes, I issue and submit this certification to the corresponding university authorities, under the Seal of the Mayagüez Campus of the University of Puerto Rico.

In Mayagüez, Puerto Rico, on twentieth of June of the year two thousand and seventeen.

*Judith Ramirez Valentin*

Judith Ramírez Valentín, EdD  
Secretaria



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I, Héctor Segarra Soto, certify that I am fluent in the English and Spanish languages, and that the above document is a complete and accurate translation of the document titled "Certificación Número 16-17-309".



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Héctor Segarra Soto, JD, MAEE  
Executive Officer  
UPRM Research & Development Center