

**ANR ACADEMIC SALARY COST RECOVERY REQUEST
FOR UCCE ADVISORS**

Per ANR Administrative Handbook Policy 292 Cost Recovery: The recovery of salary and benefits costs of ANR academics working on projects funded by extramural sources is governed by applicable UC and ANR policies and procedures and the contractual requirements stated in the sponsored project agreement.

Advisor _____ County _____

Name of project where a portion of my ANR academic salary and benefits are to be recovered:

Grant/Contract Account # _____

Time period of grant/contact: Begin date: _____ End date: _____

Brief description of the Advisor's work to be performed to support the salary cost recovery charge to this project

Timeframe for salary cost recovery: Start date: _____ End date: _____

Monthly percentage of time & effort for academic salary & benefits to be charged to the grant: _____ %
(e.g. if averaging 4 hours worked per 40-hour work week during the recovery timeframe, % would be 10%)

Key points from the ANR Academic Salary Cost Recovery Policy:

- Academic salary cost recovery actions must be set up at the beginning of the grant. Retroactive cost recovery actions are not allowable.
- Advisors are responsible for keeping monthly records of their time and effort working on the project (for possible audit from the sponsoring agency)
- ANR salary savings funds released as a result of the direct charge of academic salary to a grant/contract will be allocated quarterly to the Advisor's Salary Cost Recovery account.
- Only the value of the salary savings will be transferred to the Advisor's Salary Cost Recovery account; savings associated with benefits costs are not transferred to the Advisor's account.
- ANR academic salary cost recovery savings funds may be used to support the Advisor's program activities including travel, purchases of supplies and equipment, hiring of staff, etc.
- ANR salary savings funds are subject to ANR's annual carry forward policy regarding unexpended funds at the end of the fiscal year.
- Any changes to the award end dates or % allocation need to be communicated to your fiscal officer at the BOC timely.

Advisor

Date

County Director or Vice Provost (for CD)

Date