



## Sabbatical and Grants FAQ

### **Does OSRAA need sponsor approval before I go on sabbatical/do I need to ask the sponsor if I can go on sabbatical?**

Sponsor approval is typically not needed for sabbaticals, unless the PI is disengaging from the project. Sabbaticals are primarily a change in relationship between a PI and their department, not a change in relationship between a PI and their grants. PI’s typically do not disengage from their sponsored projects while on sabbatical, and often take sabbaticals in order to focus more on their research.

As part of the Sabbatical Form routing process, OSRAA will verify with each PI that they will not disengage from their grants. If the PI confirms they will continue to work on their grants at the promised rate of effort, OSRAA will not seek sponsor approval. If the PI wants to notify their sponsor or the PI is disengaging from a specific grant, OSRAA will facilitate this communication and any resulting administrative changes.

### **What is the definition of “supplemental” pay while on Sabbatical?**

Sabbatical Pay: Department funded salary, determined on a case-by-case basis under 100%. This cannot be charged to a grant.

“Supplemental” Grant Pay: Sabbatical pay may be “supplemented” with additional effort/FTE. The *additional* effort/FTE and pay will be charged to a grant.

Type of Pay	Definition	Requirement	Policy Reference
Sabbatical Pay	Department funded salary, approved by Academic Affairs and determined on a case-by-case basis.	Cannot be charged to a grant.	<a href="https://hr.oregonstate.edu/manual/sabbatical-leave">https://hr.oregonstate.edu/manual/sabbatical-leave</a>
“Supplemental” Grant Pay	Grant funded salary, determined based on effort on grant.	Can be charged to a grant.	Uniform Guidance Section 200.430

### **How do I charge time to my grants while on sabbatical?**

Sabbatical Pay cannot be charged to a grant. The individual PI’s sabbatical agreement will list the percent of salary the department will cover during the sabbatical period (usually 60%, 75% or 85%).

However, the PI can “fill the tank” with “supplemental” grant pay. For example, if the PI’s sabbatical agreement lists 75% of their salary as a department responsibility, the PI can charge 10% salary to their NSF grant and 15% salary to their DOE grant.

It is perfectly appropriate to charge PI’s effort to a grant while they are on sabbatical status. Grant salary should be charged to the grant according to applicable grant allowability rules.



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**Is grant funded effort in addition to my sabbatical pay?**

Yes, grant funded effort is in addition to the department supported sabbatical pay.

**Example PI 1:**

75% Sabbatical pay and no grants

Results in paycheck of 75% of their institutional base salary.

**Example PI 2:**

75% Sabbatical pay and charges 10% to their NSF grant and 15% to their DOE grant

Results in a paycheck of 100% of their institutional base salary.