Including a Postdoctoral Scholar on a Sponsored Project Overview

The following is a guide for budgeting for and hiring a Postdoctoral Scholar on a federally-funded sponsored project at Seattle University, when allowed by the sponsor, developed in consultation with Faculty Services. Inclusion of a Postdoctoral Scholar on a sponsored project is restricted to federally-funded grants that allow for the collection of indirects at our federally negotiated indirect rate. Please contact OSP with any specific questions.

Job Title: Postdoctoral Scholar or Postdoctoral Researcher

Job Description
The Department and College seeking a Postdoctoral Scholar is responsible for developing the job description. This should include both teaching and scholarship expectations, as necessary.

Salary
The Department and College seeking a Postdoctoral Scholar is responsible for determining an appropriate salary based on the field and market. SU's minimum salary for a terminal degree is $55,000 for a 12-month contract.

Hiring
The hiring process would be like other NTT appointments (i.e., a recruitment, Provost approval, preliminary offer, and formal offer from the Provost). However, if the person is named on a grant, then the Dean would request permission to bypass the recruitment/search process because the position is specific to that person. The preliminary letter would identify research responsibilities, teaching load, and salary, which would have been identified in the grant proposal.

The hiring decision will be subject to general Seattle University hiring rules and policies. The final hiring decision will be made by the faculty-mentor with guidance from faculty in the Department and Dean of the College.

Contracting & Split-funding
Seattle University issues contracts on a 12-month basis, beginning on July 1 and ending June 30th. This position can be split-funded between an externally funded grant and an institutional account. The grant can be budgeted to fund the scholarly aspects of the Postdoc position. Any teaching requirements should be funded by a departmental account, unless explicitly allowed by the sponsor. To split-fund, the department must indicate the amounts and activity strings to be charged to Faculty Services at the time of hire (i.e. GL X during July/August and GL X and GL Y during Sept – June).

Leave Benefits
Holidays: The Postdoc would receive all paid holidays observed by SU per SU policy.

Vacation: There is no formal vacation policy for faculty. Any time off should be discussed with the dean and specified within the Postdoctoral Scholar's contract (i.e. the Postdoctoral Scholar is contracted and paid on a 12-month basis, with the expectation that they will work 11 months).

Sick/Safe Time for Full-time Faculty: Full-time faculty are awarded twelve (12) days of sick/safe time upon the effective date of appointment or annual reappointment each academic year. In

addition, a maximum of 72 hours of unused sick/safe time may carry over from the prior academic year. Faculty members are responsible for communicating absences to their Chair and assist in ensuring that their instructional responsibilities are fulfilled. Faculty members who cannot attend classroom or other instructional responsibilities normally make alternative arrangements for their students. (https://www.seattleu.edu/hr/benefits/time-away/sick-time/)

Budgeting for the Postdoc on your Grant
The grant should fund the scholarly and mentoring activities of the Postdoc and/or other activities as stipulated and allowed by the sponsor. This can include a portion of their salary, the associated fringe benefits at the federally negotiated rate of 28.4%, and professional development, travel, supplies, and equipment to support their research and learning. All sponsored project-funding is subject to SU's indirect rate policy (42% MTDC for federally-funded projects).

> **Budgeting Salary Example**
> An SU department plans to include a Postdoc on a proposal to the National Science Foundation (NSF). The current market rate for a Postdoc in their field is $66,000, which will be the base salary for this position ($66,000 / 12 = $5,500 per month).
>
> The general duties for this position include:
> - Teach three five-credit classes in each academic year.
> - Conduct research in the field under the direction of NSF Principal Investigator (mentor).
> - Direct students in research and/or senior synthesis projects related to field.
>
> The NSF grant will pay 100% of the postdoc's salary during the summer and 50% of the postdoc's salary during the academic year plus all associated fringe benefits and indirects. The Department will pay 50% of the postdoc's salary during the academic year plus the associated fringe benefits.
>
>> Summer – 100% grant-funded
>> $5,500 x 3 summer months = $16,500
>> $16,500 x 28.4% fringe benefits = $4,686
>> Total grant summer = $21,186
>>
>> Academic Year – 50% grant-funded, 50% department-funded
>> $5,500 x 9 months = $49,500 / 2 = $24,750 per activity string
>> $24,750 x 28.4% grant-funded fringe = $7,029
>> $24,750 x 29.2% department-funded fringe = $7,227
>>
>> Total AY grant ($24,750 + $7,029) = $31,779
>> Total AY department ($24,750 + $7,227) = $31,977
>>
>> Indirects @ 42% on grant-funding only
>> $21,286 + $31,779 = $53,065 x 42% = $22,287
>>
>> Total grant salary-related budget = $53,065 + $22,287 = $75,352
>> Total department salary-related budget = $31,977
>
> *Note: that the institutional fringe rate differs from the federally negotiated fringe rate charged to sponsored projects and is subject to change on an annual (fiscal year) basis.*

Possible Postdoctoral Mentoring Plan Activities

Orientation & Mentor Support
- Initial meeting with mentor to develop goals and steps to achieving career plans
- Postdoc to attend New Faculty Institute

Professional Development
- Access to all resources, workshops, and consultation services provided by the Center for Faculty Development supporting: learning and teaching, research practice, and professional development
- Membership to the National Center for Faculty Development & Diversity
- Provide (must budget for) membership(s) to relevant professional organizations
- Introduce postdoc to the mentor's professional network and collaborators in field
- Access to the Center for Digital Learning and Innovation workshops and consultations around online pedagogical approaches and curricular development

Preparation of Grant Proposals
- Postdoc to submit grant proposal in collaboration with mentor
- Access to all Office of Sponsored Projects workshops and consultation services
- Access to GrantForward funding database

Undergraduate Mentoring
- Opportunity to gain experience working with wide range of undergraduates (and graduates, if applicable) by directing their research and other projects
- Postdoc to support undergraduates in preparation of presentations at SU Undergraduate Research Association (SUURA) Symposium and at professional meetings

Publications & Presentations
- Postdoc will present scholarship at department and/or SU hosted seminar
- Opportunities to present their work at national and international conferences
- Opportunity to author and/or co-author publications for peer-reviewed journals

Responsible Professional Practices
- Train postdoc in professional ethics of the field
- Postdoc will take relevant responsible conduct of research training(s)
- Postdoc will be trained in policies related to human subjects and SU's Institutional Review Board
- Opportunities to engage with mission-related and diversity, equity, and inclusion trainings

Other Resources
- [NSF Postdoctoral Mentoring Plan Requirements](#)
- [Guide to Training and Mentoring](#) from the National Institutes of Health
- [Mentoring Plans For Postdoctoral Scholars](#) from National Postdoctoral Association