

## **Guidelines on Sponsored Research for Research Budgeting and Course Buyouts**

**PhD Student Support:** Please remember that all tenured and tenure-track faculty members are expected to cover up to two-years of each PhD student's that they advise unless the students are Provost Fellows, Gates Scholars, or have inherited the student from another faculty member.

Moving forward we expect that each faculty member will include in their proposal budgets the funding for each PhD student or they will be able to demonstrate that they have the financial coverage for their PhD students through other means before considering a course buyout or summer salary.

**Buying Out of Courses:** Due to accurate effort accounting and reporting, funder terms and conditions, and USC financial accounting structures and policies, if an individual receives a fellowship that will buy them out of their entire academic contract, they will not have the option to be compensated over 12 months on a 9-month contract. During the award year, the individual must take his/her salary payments according to the 9-month contract. Faculty members who plan on taking 2 (two) buyouts in one academic term also must be paid according to their 9-month contract and not over 12-months.