

FERAP Process Document and Instructions for Calculator

Key Resources and Tools

1. FERAP Spreadsheet
2. PERA Custom Report
3. Cognos Report View of Employee file with Policy Handbooks
4. FERAP Calculator Spreadsheet Tool
5. FERAP FAQs for Pre-Award
6. Office of Research FERAP webpage:
<https://www.purdue.edu/research/oevprp/funding-and-grant-writing/enhanced-research-appointment-program/>

PERA Process

DETERMINE IF FERAP APPLIES TO YOUR PROPOSAL

1. **Determine if FERAP salary rates should be applied for any faculty on your proposal budget.**

May - August

(FERAP applications for each FY are due in May, Success Factors is updated with FERAP appointments before the start of the Fall Semester.)

- a. Reference the current FY FERAP Spreadsheet in the K: Drive FERAP Folder

August - April

(FERAP appointment information will be in Success Factors in August of each FY.)

- a. Review the PERA Custom Report Person Profile

FERAP Flag
yes

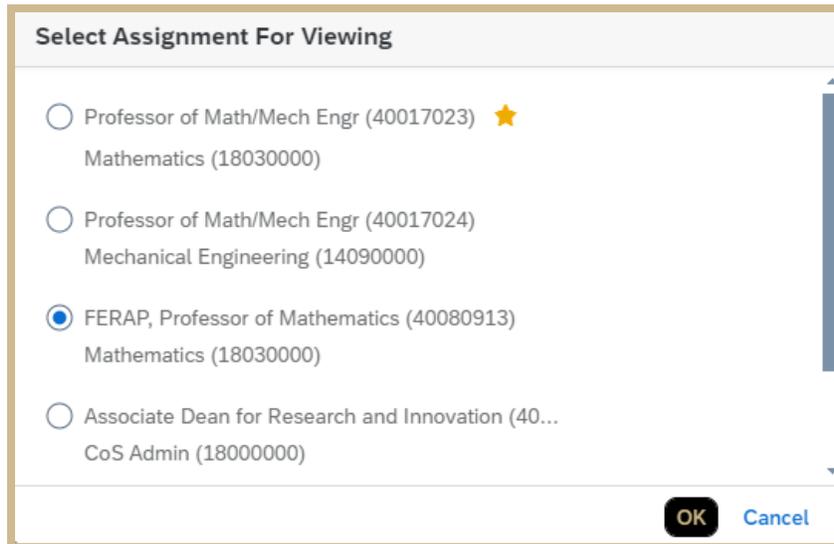
This report will indicate if the person has a current FERAP appointment.

- b. Run a Cognos “Report view of Employee file and Policy Handbook” report.

PERA currentBase Salary	PERA summerSalary	PERA FERAP Annual Base Salary	PERA FERAP Annual Base Summer Salary
204,650	214,482	0	0
204,651	214,483	247,480	268,103

Cognos will provide the FERAP Annual Base and Summer Base Salary.

c. Check SuccessFactors



FERAP will be listed as an additional appointment or multiple additional appointments with the faculty member's other appointment(s) in SuccessFactors.

d. Determine if specific sponsor funding restrictions limit or prohibit the use of the FERAP salary for budgeting.

a. NIH Salary Cap

- i. If over the Salary Cap, FERAP may be used on the proposal if the department agrees to cover the salary cap cost share.
- ii. Salary Cap cost share must be approved via the Ancillary Review process prior to submission to the sponsor.

b. Specific line-item restrictions

- i. Review the RFP in detail to determine if the sponsor limits the total and/or base salary that may be requested by investigators

- c. Cost Share
 - i. The FERAP Salary Rate may not be used for cost share
- d. Limited Budget
 - i. Investigators can choose not to use the FERAP in the case of a limited budget or if they have reached the limit on the FTE for the FERAP appointment on other projects.
- e. Ask any investigators that are approved for a FERAP if they would like to apply their enhanced base salary on the proposal.
 - a. The investigator may choose not to budget the FERAP base if they are close to reaching the FTE limit across other projects. There is no limit to the FERAP FTE for summer, however, the investigator may choose whether to apply it to the summer session following the approved AY. This will be reviewed when summer payroll calendars are completed.

DETERMINE SALARY RATES

May - August

USE PERA FERAP CALCULATOR

Complete a FERAP Calculator Spreadsheet for each investigator to be budgeted with FERAP salary rates

Only edit the cells highlighted in Gold.

1. Identify the correct calculator tab to use for your budget.

- a. "AY FERAP not in SF"

- i. Use for faculty with primary 9-month AY appointment if their FERAP appointment IS NOT listed in SuccessFactors
- b. "FY FERAP not in SF"
 - i. Use for faculty with primary 12-month FY appointment if their FERAP appointment IS NOT listed in SuccessFactors

2. Enter Base Salary and FERAP Appointment Details.

- a. Begin in Section "Information from Success Factors" the top left section of the spreadsheet.
- b. Enter the standard base salary for primary appointment in cell C6 "Appt 1:" This is the "Annualized Salary" in SuccessFactors under "Compensation Information."

Compensation Information 	
Effective as of: July 1, 2023	
AnnualizedSalary (AnnualizedSalary) 	169,706.970 USD
Pay Group	Monthly (Z2)
Base Pay Amount	18,856.33

- c. Enter the appointment FTE in cell E6 (typically 1.0 for full time faculty appointments). This is found in the "Job Information" section of SuccessFactors.

Pay Grade	Faculty (F001)
Standard Weekly Hours	40
Working Days Per Week	5
FTE	1
Employee Class	Faculty
Employment Type	9 Month AY Salaried

d. Enter the FERAP Salary % Requested in cell A16 and % of FTE FERAP Appt in cell E16. This information can be found for each faculty member in the FERAP Spreadsheet.

Information from Success Factors		
	Salary	FTE
Appt 1	\$ 169,706.97	1.00
Appt 2	\$ -	0.00
Appt 3	\$ -	0.00
Appt 4	\$ -	0.00
Admin Appt. Mnthly Supp	\$ -	
Total Base Salary	\$ 169,707	1.00
Total Base Summer		
FERAP Salary % Requested	Additional Salary	% of FTE FERAP Appt
25%	\$ 42,426.74	75%

3. Review Standard Proposal no FERAP Section

a. For reference, this section shows the standard base salary calculations that would be entered if the proposal did not involve FERAP. Check to make sure there are no errors in these calculations before proceeding to the FERAP sections of the calculator.

Standard Proposal no FERAP									
<u>Annualized</u> <u>AY</u>	<u>Annualized</u> <u>Summer</u>	PERA Entry - Person Months not restricted.							
\$ 226,275.96	\$ 245,132								

4. Review Standard Proposal with FERAP - Could have Cost Share Section

- a. This section shows the annualized base salary rates for AY and SUMMER and the enhanced FERAP annualized base rates for AY and SUMMER
- b. Enter the total amount of AY effort the investigator is requesting from the sponsor in "Effort Requested Sponsor" cell R12
 - i. If the AY effort being budgeted on a proposal exceeds the FTE for the FERAP, two rates will need to be used in PERA.
 1. Use the FERAP salary up to FTE percentage requested or approved for the FERAP
 2. Use the regular base salary for any additional effort
- c. If the proposal includes cost share for the FERAP investigator, enter the AY % cost share in cell R14
 - i. Cells Q16-R17 show the Sal Req Mos. and Effort Mos. to enter in PERA for each AY line. These amounts will need to be converted to person months based on the number of months in each period.

Standard Proposal with FERAP - could have Cost Share			
Base Salary			Total Effort 35%
<u>Annualized</u> AY	<u>Annualized</u> Summer		
\$ 226,275.96	\$ 245,132		Effort Requested Sponsor 25%
			AY Effort allowed FERAP 75%
			Cost Share % 10% AY time only.
FERAP Salary			Charged Effort
<u>FERAP</u> <u>Annualized</u> AY	<u>FERAP</u> <u>Annualized</u> Summer		
\$ 282,844.95	\$ 306,415		FERAP 25% 25%
			Base 0% 10%
			Summer Effort not restricted.
			AY Cost Share - cannot cost share FERAP Salary Amt.

ENTER SALARIES FROM FERAP CALCULATOR INTO PERA

1. See calculator section "Standard Proposal with FERAP." This section lists all of the lines that may be required in PERA for the FERAP investigator.
 - a. Standard Base Salary Lines
 - i. 9 Month – standard AY base salary
 - ii. 3 Month – standard base salary adjusted for summer
 - iii. 12 Month – standard base salary for FY appt.
 - b. FERAP Base Salary Lines
 - i. 9 Month FERAP – FERAP base salary
 - ii. 3 Month FERAP - FERAP base salary adjusted for summer
 - iii. 12 Month FERAP – FERAP base salary for FY appt.

Personnel Cost Definition ⓘ

Go to additional personnel on funding proposal

1. Personnel costs: ⓘ

+ Add

	Staff Member	Appointment	Role	Is Key	
	Rebecca Simms (pi)	9 Month	PD/PI	yes	
	Rebecca Simms (pi)	9 month FERAP	PD/PI	yes	
	Rebecca Simms (pi)	3 month FERAP	PD/PI	yes	
	Rebecca Simms (pi)	3 Month	PD/PI	yes	
	Joe Bloggs (pi4)	12 Month	Co-Investigator	yes	
	Joe Bloggs (pi4)	12 month FERAP	Co-Investigator	yes	

August - April

USE COGNOS "REPORT VIEW OF EMPLOYEE FILE AND POLICY HANDBOOK" REPORT

Run the Cognos Report each investigator to be budgeted with FERAP salary rates

1. Follow instructions from "[How to Run a Cognos Budgeting Report Guide](#)":
2. From the report results, the PERA FERAP salary information is found in the Gold Highlighted section.

PERA currentBase Salary	PERA summerSalary	PERA FERAP Annual Base Salary	PERA FERAP Annual Base Summer Salary
204,650	214,482	0	0
204,651	214,483	247,480	268,103

ENTER SALARIES FROM COGNOS REPORT INTO PERA

1. See report section "PERA FERAP Annual Base Salary" and "PERA FERAP Annual Base Summer Salary":
 - a. Standard Base Salary Lines
 - i. 9 Month – standard AY base salary
 - ii. 3 Month – standard base salary adjusted for summer
 - iii. 12 Month – standard base salary for FY appt.
 - b. FERAP Base Salary Lines
 - i. 9 Month FERAP – FERAP base salary
 - ii. 3 Month FERAP - FERAP base salary adjusted for summer
 - iii. 12 Month FERAP – FERAP base salary for FY appt.

Personnel Cost Definition

Go to additional personnel on funding proposal

1. Personnel costs:

 Add				
	Staff Member	Appointment	Role	Is Key
	Rebecca Simms (pi)	9 Month	PD/PI	yes 
	Rebecca Simms (pi)	9 month FERAP	PD/PI	yes 
	Rebecca Simms (pi)	3 month FERAP	PD/PI	yes 
	Rebecca Simms (pi)	3 Month	PD/PI	yes 
	Joe Bloggs (pi4)	12 Month	Co-Investigator	yes 
	Joe Bloggs (pi4)	12 month FERAP	Co-Investigator	yes 

NOTE: Assume the FERAP will be approved in subsequent years when developing multi-year budgets.