

UPPER MISSISSIPPI RIVER RESTORATION–ENVIRONMENTAL MANAGEMENT PROGRAM
LONG TERM RESOURCE MONITORING PROGRAM

May 2012

Use of Salary Savings and Carry-over Funds Policy

Occasionally, funds budgeted for the Long Term Resource Monitoring Program (LTRMP) may be freed-up during the fiscal year. This can occur if additional funds are received from non-LTRMP sources, if circumstances result in an inability to expend budgeted funds, or if increased efficiency of operation results in reduced costs. Freed-up funds represent an opportunity to apply additional funding toward achieving LTRMP goals. This document identifies the process for requesting use of these freed-up funds within LTRMP.

Salary Savings:

The USGS LTRMP management team encourages LTRMP Federal and State staff to organize and administer projects with creativity, innovation, and fiscally responsible planning. This may include leveraging LTRMP funds with funding from external sources. Salary savings may result when a scientist brings in extramural funding that replaces existing salary in LTRMP accounts. Freed-up funds derived from salary savings are intended to further LTRMP objectives through existing or new projects.

The investigator who procured the funding that resulted in salary savings can submit a proposal to use those freed-up funds to the USGS LTRMP Science Director for approval, and to the US Army Corps of Engineers UMRR-EMP and LTRMP Managers for concurrence. The top priority for using these funds would be to procure any additional labor needed to complete existing products or projects through hiring, contracts, paying for available time of existing employees, etc. If all products the investigator has committed to are covered, the proposal could involve new ideas such as initiating a new project or expanding existing work; purchase of data or access to data from other researchers; collaboration with other researchers (including graduate student support); purchase of equipment, supplies, or services to further existing work; professional development; etc. Any new proposals must directly support partner vetted priorities, as captured in the 2010-2014 LTRMP Strategic and Operational Plan and/or existing LTRMP research frameworks. All requests for use of salary savings must be in writing to the USGS LTRMP Science Director, describing the intended use of the funds, who's involved (including collaborators, if appropriate), how the request relates to the needs of LTRMP and/or Habitat Rehabilitation and Enhancement Projects (HREPs), and the resulting product.

If salary savings will not be scheduled or proposed for use within the fiscal year in which they are accrued, these funds will be considered carryover and should be used to offset LTRMP costs in the budget for the next fiscal year.

Carry-Over:

Besides salary savings, carry-over dollars from a Federal or State Agency's budgeted appropriations may accrue from such actions as filling a vacant position at a lower salary than the previous incumbent, receiving additional funding from outside sources, delays that occur for a scheduled activity or in hiring, or savings in operating dollars.

Carry-over funds are most commonly used to offset costs from next year's budget, such as salaries or purchasing items from the equipment refresh list. However, they may also be approved for research, professional development, etc., depending upon the level of appropriation in the following year.

All requests for use of carry-over dollars must be in writing to the USGS LTRMP Science Director, describing the intended use of the funds. Agencies shall be authorized to retain carry-over dollars with the approval of the USGS LTRMP Science Director, in consultation with the UMRR-EMP and LTRMP Program Managers.