

UPPER MISSISSIPPI RIVER RESTORATION (UMRR) PROGRAM
LONG TERM RESOURCE MONITORING ELEMENT

Use of Salary Savings and Carry-over Funds

Revised April 2016

Occasionally, funds budgeted for the UMRR Long Term Resource Monitoring (LTRM) element may be freed-up during the fiscal year. This can occur if additional funds are received from non-LTRM 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 agreed upon LTRM goals. This document identifies the process for requesting use of these freed-up funds within LTRM. Funds from UMRR Science in Support of Restoration and Management will be handled similarly.

Individual activities (new and continuing) that advance agreed upon LTRM goals using such funds, under the amount of \$5000 (net), may be approved by the USGS LTRM Science Director solely. Once approved, the Science Director will inform the US Army Corps of Engineers (Corps) of the decision, however, concurrence from the Corps is not required for projects under this amount.

Salary Savings:

The UMRR LTRM management team encourages LTRM federal and state staff to organize and administer projects with creativity, innovation, and fiscally responsible planning. This may include leveraging LTRM funds with funding from external sources. Salary savings may result when a scientist brings in extramural funding that replaces existing salary in LTRM accounts. Freed-up funds derived from salary savings are intended to further LTRM 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 LTRM Science Director for approval, and to the Corps UMRR Regional Program and LTRM 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 Strategic Plan for the UMRR Program 2015–2025, 2010-2014 LTRM Strategic and Operational Plan, and/or existing LTRM research frameworks. All requests for use of salary savings must be in writing to the USGS LTRM Science Director, describing the intended use of the funds, who's involved (including collaborators, if appropriate), how the request relates to the needs of LTRM and/or Habitat Rehabilitation and Enhancement Projects (HREPs), and the resulting product(s) with proposed milestones.

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 LTRM costs in the budget for the next fiscal year.

Carry-Over:

Carry-over dollars from a federal or state Agency's budgeted UMRR LTRM 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.

Any new research proposals must directly support partner vetted priorities, as captured in the Strategic Plan for the UMRR Program 2015–2025, 2010-2014 LTRM Strategic and Operational Plan, and/or existing LTRM research frameworks. All requests for use of carry-over funds for research must be in writing to the USGS LTRM Science Director, describing the intended use of the funds, who's involved (including collaborators, if appropriate), how the request relates to the needs of LTRM and/or Habitat Rehabilitation and Enhancement Projects (HREPs), and the resulting product(s) with proposed milestones.

All requests for use of carry-over dollars must be approved by the USGS LTRM Science Director and the Corps UMRR Regional Program and LTRM Managers. Any new research proposal that has not been previously vetted with the A-Team and UMRR CC will be vetted with those bodies following the customary process.