



# WOODS HOLE OCEANOGRAPHIC INSTITUTION INSTITUTION POLICY

---

## BRIDGE SALARY SUPPORT

### POLICY INFORMATION

**Responsible Member of the Directorate:** Director of Research  
**Responsible Office:** Director of Research Office  
**Issued:** March 19, 2001  
**Revised:** April 5, 2004

### POLICY STATEMENT

Bridge Salary Support, or Bridge Support, is provided to members of the Institution's Scientific Staff when no other funding is available. Two sources of money are available. A limited amount of support—not to exceed 456 hours (3 months)—is provided from the laboratory overhead pool. These funds must be used for the development of new ideas leading to future funding. In the event that support beyond the three (3) months provided from overhead is needed, it may be provided from the Institution's unrestricted funds.

Bridge support may be available for members of the Institution's Technical Staff, but it is not guaranteed and is not available on a long-term basis.

### REASON FOR POLICY

This policy sets forth the guidelines for eligibility and the procedures necessary to obtain bridge salary support (bridge support) from laboratory overhead or Institution funds. The policies and procedures associated with overhead bridge support have been approved by the Institution's cognizant federal government agency, the Office of Naval Research (ONR). Each year, an audit of the bridge support program is conducted by the Defense Contract Audit Agency (DCAA) for ONR.

### WHO SHOULD BE FAMILIAR WITH THIS POLICY

- WHOI Science Department Chairs
- WHOI Science Department Administrators
- Members of WHOI Scientific and Technical staffs
- Executive Assistant to the Director of Research
- Grants & Contract Services

# BRIDGE SALARY SUPPORT

## CONTENTS

**POLICY INFORMATION ..... 1**

**POLICY STATEMENT ..... 1**

**REASON FOR POLICY ..... 1**

**WHO SHOULD BE FAMILIAR WITH THIS POLICY ..... 1**

**CONTACTS ..... 3**

**DEFINITIONS ..... 3**

    Bridge Support ..... 3

    Bridge from Laboratory Overhead ..... 3

    Bridge Support from Institution Funds ..... 3

**POLICY DETAILS ..... 3**

    What is Bridge Support? ..... 3

    What are the restrictions on bridge from overhead? ..... 4

    What are the allowable activities that may be charged to bridge from overhead? ..... 4

    What are the restrictions on bridge support from Institution funds? ..... 5

    What are the allowable activities that may be charged to bridge from Institution funds? ..... 5

    Can members of the WHOI Technical Staff obtain bridge support? ..... 5

**PROCEDURES ..... 6**

    Obtaining Bridge Support from Overhead Funds ..... 6

    Obtaining Bridge Support from Institution Funds ..... 7

    Obtaining Bridge Support for Members of the Technical Staff ..... 7

**CONTACTS**

If you have questions about specific issues or need assistance with the interpretation of this policy, contact:

**Executive Assistant to the Director of Research.....ext. 2254**  
**Manager of Government Regulations .....ext. 3542**

**DEFINITIONS**

These definitions apply to these terms as they are used in this policy.

<b>Bridge Support</b>	Salary support provided to a Scientific Staff member when s/he has no other funding available. It is a bridge between the funded projects that have been exhausted and the proposed projects that have yet to be funded.
<b>Bridge from Laboratory Overhead</b>	Bridging funds provided from the Laboratory Costs overhead pool.
<b>Bridge Support from Institution Funds</b>	Support provided to a scientist who requires more than 3 months of bridge support in a single calendar year. Funds for this support come from the Institution's unrestricted funds and therefore are more flexible than the funds from laboratory overhead. It is also more expensive, however, because all the overhead costs associated with the salary and benefits must be covered.

**POLICY DETAILS**

**What is Bridge Support?** Bridging funds are salary support provided to a Scientific Staff member when s/he is between funding. More simply stated, the scientist gets bridge support when s/he has no other funding available for his or her own salary support. WHOI has two sources for these funds: the laboratory overhead pool and the Institution's unrestricted funds.

The laboratory overhead pool will provide up to 3 months (456 hours) of support for a single scientist. The total dollar amount of support available to all scientists in a single calendar year is established each year as part of our overhead rate negotiations with our cognizant federal government agency, ONR.

## BRIDGE SALARY SUPPORT (contd.)

When either the pool of overhead bridge support is exhausted or an individual's maximum amount of overhead bridge support is reached, Institution unrestricted funds may provide additional bridge support. These funds come from various non-government sources and are used by the Institution for a variety of research support activities including cost sharing, postdoc support, department discretionary funds, and covering sponsored project cost overruns.

### What are the restrictions on bridge from overhead?

The uses of laboratory overhead funds are strictly controlled by written policies that have been approved by our cognizant federal government agency, ONR.

- The scientist must have no other funding available.
- In some research programs there are very time specific activities—such as a cruise or fieldwork, symposium, or collaborators' meeting—which will occur in the future and the funds for them must be retained until that time. In such cases, bridge support can be awarded for the period between the end of all other funds and the time of the specific activity.
- The funds must be used for the development of new ideas leading to future funding and not to complete the objectives of a specific grant or contract, past or future.
- Salary overruns on a grant or contract cannot be charged to bridge support from laboratory overhead.
- Bridge support cannot be used in conjunction with other support. It is to fill the gap when no other support is available. It cannot be nor appear to be “mingled” with sponsored research funding on a timecard.
- Under no circumstances can an individual charge more than **456 hours** to laboratory overhead bridge support in a single calendar year.

Awarded bridge support from overhead must be used within five (5) consecutive calendar months from the first charge or before the end of the last pay period of the current calendar year, whichever occurs first. Any extension of the five month period of performance must be requested and justified in writing and cannot exceed the end of the last pay period of the current calendar year.

### What are the allowable activities that may be charged to bridge from overhead?

Overhead bridge support is for the development of new ideas that will lead to future funding. Allowable activities include searching for funding sources, performing literature searches, developing new hypotheses and possible solutions, preparing materials, and other activities necessary to obtain funding. The actual writing of new proposals, however, is to be charged to Bid & Proposal (B&P).

## **BRIDGE SALARY SUPPORT (contd.)**

### **What are the restrictions on bridge support from Institution funds?**

Scientific Staff at WHOI are eligible for bridge support from Institution funds after they have received 3 months of bridge support from overhead (or if the maximum Institutional bridge support from the overhead pool has been exhausted).

- This support is granted when the eligible person has no other funding and is between sponsored projects. Institution bridge support cannot be nor appear to be "mingled" with sponsored research funding on a time card.
- All bridge support from Institution funds must be charged within the calendar year that it is awarded. (It cannot exceed the end of the last pay period of the current calendar year.) If bridge support is needed for the last days of December, which are the beginning of the first pay period of a new year, bridge support from overhead should be requested.

### **What are the allowable activities that may be charged to bridge from Institution funds?**

Bridge support is for the development of new ideas that will lead to future funding or for the pursuit of scientific objectives determined by mutual agreement with the Director of Research via a memo from the scientist (see Procedures below). Allowable activities may include research to establish a "proof of concept", writing of publications, or synthesis of existing data or theories. The actual writing of new proposals, however, is to be charged to Bid & Proposal (B&P).

### **Can members of the WHOI Technical Staff obtain bridge support?**

Bridge support may be available for Technical Staff, but it is not guaranteed and is not available on a long-term basis. In addition to the other documentation required (see Procedures below), to obtain bridge support, the Technical Staff member and his/her supervisor must have a plan for obtaining funding or for making a career decision/transition that is approved by the Department Chair or Center Director. The Director of Research will have final approval for all bridge support requests for Technical Staff.

Research Associates, Information Systems Associates and Engineers can be awarded no more than three (3) months of bridge support during their time in position, except under very unusual circumstances.

Research Specialists, Information Systems Specialists, and Senior Engineers can be awarded no more than four (4) months of bridge support during their time in position, except under very unusual circumstances.

Senior Research Specialists, Senior Information Systems Specialists and Principal Engineers will be provided with bridge support when no other funding is available, but not on a long-term basis.

## PROCEDURES

### Obtaining Bridge Support from Overhead Funds

1. The Department or MPC Administrator must submit the following materials along with the request for bridge support to the Executive Assistant to the Director of Research at least **two (2) weeks** before the support is to begin. The package must include:
  - A memo that states the amount of bridge time that is needed, the start date for the bridge time, and any pertinent information about the plans of the person seeking bridge support. This memo must be signed by the Department or MPC Administrator and by the Department Chair or MPC Director.
  - A copy of the Current & Pending support for the person seeking bridge support that includes all federal, private, and Institution sources.
  - A salary work-up for the individual to be covered by bridge support.
  - A copy of the "Proposals by PI" report for the previous 18 months generated from the Institution's proposal database.
2. Before funds are allocated, the package must be reviewed by the Executive Assistant to the Director of Research or the Director of Research, one of whom will generate an approval memo. The memo will include the amount of bridge support and the time period of the support.
3. A copy of the approval memo and the full request package will be sent from the office of the Director of Research to Grant and Contract Services for handling. A copy of the approval memo will also be sent to the requesting Department or MPC Administrator.
4. Bridge salary support accounts will be closed by Grant and Contract Services after the expiration date has passed or the account has been fully expended unless there is authorization from the Director of Research or the Executive Assistant to the Director of Research to the contrary.
5. Should situations arise which would cause the approved bridge support to commence earlier or conclude later than originally requested or if there are any other changes, another memo adequately documenting the reason for the change must be submitted to the Executive Assistant to the Director of Research by the Department or MPC Administrator. The Director of Research or the Executive Assistant to the Director of Research must approve each change from the original authorized request.

## **BRIDGE SALARY SUPPORT (contd.)**

6. Should new funding arrive sooner than anticipated, unused bridge support from overhead has to be "returned". To accomplish this, the Department or Center Administrator should send a memo (or email) to the Executive Assistant to the Director of Research with a copy to Grant and Contract Services requesting that the account be closed. If there is a subsequent need for bridge support later in the same calendar year, the account can be reopened to allow spending of the remainder. This will require another memo (email) to explain the situation.

### **Obtaining Bridge Support from Institution Funds**

The procedures for obtaining bridge support from Institution funds are the same as for obtaining bridge support from laboratory overhead with the exception of there being one addition to the request package: The person who is seeking bridge support must write a memo that explains his/her plan for the use of the time supported by the bridge support from Institution funds.

### **Obtaining Bridge Support for Members of the Technical Staff**

The procedures for obtaining bridge support from either laboratory overhead or from Institution funds are the same as for Scientific Staff, with the exception of there being one addition to any request package for bridge support: There must be a memo signed by the member of the Technical Staff or his/her supervisor that gives the details of their plan for obtaining funding or for making a career decision/transition. This plan should be discussed with the Department Chair prior to the preparation of the package requesting bridge support.

*Approved: Robert B. Gagosian, President and Director*

*Date: April 5, 2004*