

# **PROCEDURES FOR IMPLEMENTING THE FACULTY RESEARCH INCENTIVE PLAN**

**Oct. 12, 2018**

## **Implementation Guidelines**

The Faculty Research Incentive Plan (FRIP) will be implemented again during 2018-19 with the goals of (a) providing an incentive for faculty members to secure additional competitively awarded grants and contracts, (b) providing additional compensation to recognize faculty members who secure grants and contracts that fund academic year research activities, and (c) increasing educational and general funds (E&G) salary savings that departments can use to support academic initiatives.

Faculty members on regular appointments who are principal or co-principal investigators and whose base salaries are supported by E&G funds may qualify and may be approved for an annual one-time research incentive payment. The faculty member qualifies for a salary payment when (a) more than 10% of the faculty member's E&G-funded salary has been charged to a competitively awarded sponsored grant or contract during the prior fiscal year, and (b) when the faculty member's assignments have not changed. Salary recovered due to a teaching buy-out or relief from service or other assignments is not included in the FRIP. Departments with other salary recovery plans will work with the Office of the Vice President for Research and Innovation to integrate the existing plan with the FRIP.

Faculty members with primary appointments in research institutes are not expected to participate in the FRIP. Securing grants and contracts to support research is the primary responsibility of these faculty members. Furthermore, funding models for research institutes are based on salary support from grants and contracts.

Research incentive payments must be approved by the department head or chair, the dean, the vice president for research and innovation, and the provost (or the appropriate administrators based on reporting structure); all disapprovals must also be reviewed by each management level.

The research incentive payment is a one-time annual supplement to the recipient's regular annual compensation. It is not included in the retirement base salary. The incentive payment is subject to the applicable federal and state taxes and FICA withholdings. The incentive payment does not affect a recipient's eligibility for merit or other salary increases. Sponsored research funds cannot be used for research incentive payments; only university funds may be used for this payment.

The FRIP will be evaluated annually to determine whether to renew, modify, or discontinue the plan. The FRIP will be implemented as follows:

### **Faculty Members on Academic Year (AY) Appointments:**

1. The faculty member must fund 10% of the AY salary on competitively awarded grants and/or contracts to be eligible for the FRIP.
2. The faculty member may fund additional AY research time/effort on grants and/or contracts up to 50% of their base salary (for the purposes of this program), thus releasing E&G salary that had been supporting unfunded research time. Exceptions to the 50% limit will be considered on a case-by-case basis.
3. The research incentive payment equals 50% of the E&G salary recovered based on the percentage of salary funded on grants/contracts above the 10%. Recovered E&G salary

that is associated with a reduction in responsibilities (e.g., teaching, administrative service) is excluded from the research incentive calculation.

4. The department/college retains the 10% salary recovered, along with 50% of the additional salary recovered.
5. AY faculty members may fund additional research time/effort on grants and contracts during the summer, following current university rules and regulations.

#### **Faculty Members on Calendar Year (CY) Appointments:**

1. A faculty member on a CY appointment who has all or part of the CY salary funded by E&G funds may also participate in the FRIP.
2. A faculty member whose Terms of Faculty Offer requires a percentage of base salary to be funded by external research grants/contracts as an expectation of the appointment is not eligible for a research incentive payment for this portion of the recovered E&G salary. (This expectation is usually associated with faculty members who are appointed to university institutes and centers.)
3. The faculty member must fund 10% of the CY salary on competitively awarded grants and/or contracts to be eligible for the FRIP.
4. The faculty member may fund additional AY research time/effort on grants and/or contracts up to 50% of their base salary (for the purposes of this program), thus releasing E&G salary that had been supporting unfunded research time. Exceptions to the 50% limit will be considered on a case-by-case basis.
5. The research incentive payment equals 50% of the E&G salary recovered based on the percentage of salary funded on grants/contracts above the 10%. Recovered E&G salary that is associated with a reduction in responsibilities (e.g., teaching, administrative service) is excluded from the research incentive calculation.
6. The department/college retains the 10% salary recovered, along with 50% of the additional salary recovered.

#### **Faculty Members on Research-Extended Calendar Year (RCY) Appointments:**

1. A faculty member on an RCY appointment, whether it is a 10-, 11-, or 12-month research extended appointment, must be in compliance with Policy 6200 to participate in the FRIP.
2. The faculty member must fund the required percentages associated with the conversion (i.e., 10-month = 11%, 11-month = 22%, 12-month = 33%) and distribute the funding to remain in contract compliance.
3. The faculty member must fund an additional 10% beyond the conversion percentage to be eligible for the FRIP.

4. The faculty member on an RCY appointment can participate only to the extent that E&G funds are recovered.
5. The research incentive payment equals 50% of the E&G salary recovered based on the percentage of salary funded on grants/contracts above the 10% and up to 50% of their base salary (for the purposes of this program), thus releasing E&G salary that had been supporting unfunded research time. Exceptions to the 50% limit will be considered on a case-by-case basis.
6. Recovered E&G salary that is associated with a reduction in responsibilities (e.g., teaching, administrative service) is excluded from the research incentive calculation.
7. The department/college retains the 10% salary recovered, along with 50% of the additional salary recovered.

### **Grant and Contract Qualifying Criteria**

Only externally funded, competitively awarded grants and contracts qualify for this compensation program. Noncompetitive grants and contracts (e.g., earmarks) do not qualify for the program. The Vice President for Research and Innovation has the final authority to determine which grants or contracts are eligible for inclusion in the program.

The amount of salary support recovered from the grant or contract should match faculty effort. Salary recovery charges to an external grant or contract may not exceed actual effort expended.

Under no circumstances are salary recovery payments charged directly to an extramural grant or included in the faculty member's academic base salary that is represented in the proposal. The research incentive payments are paid from released E&G salary savings when faculty effort has been charged to the grant.

### **Implementing the FRIP**

A faculty member must indicate his/her participation in the FRIP by the announced due date.

Departmental administrators will prepare documentation of the recovered salary savings and initiation of the salary recovery payment within 90 days of the end of the fiscal year using a standard form.

PIs and Co-PIs are responsible for timely salary charges to their eligible grants and contracts. Charges posted later than 90 days after the fiscal year will not be considered. Likewise, all salary charges considered in the calculation of the incentive payment must have been previously certified through the PARS process.