

15.01.01.R0.05 Sponsored Research Incentive Programs

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Procedure Summary

Texas A&M University-Commerce is committed to supporting faculty members who have the interest and ability to develop robust research, training, and service projects that can generate substantial amounts of extramural funding. The Office of Sponsored Programs (OSP) research incentive programs are intended to promote the preparation and submission of competitive research proposals that seek extramural funding.

The Office of Sponsored Programs has programs to incentivize the submission and management of extramurally funded grants. The programs include (1) the Proposal Submission Incentive (PSI), and (2) the Faculty Research Incentive Pay (FRIP) program.

Procedures and Responsibilities

1 PROPOSAL SUBMISSION INCENTIVE (PSI)

- 1.1 The OSP Proposal Submission Incentive (PSI) program encourages timely proposal development and submission. When an eligible grant proposal is submitted, PSI rewards the Principle Investigator (PI) by placing funds into an account available to be used for research-related expenses. Notices of available funds are processed each month based on the previous month's submissions.
- 1.2 To be eligible for PSI funding, all proposals must be submitted by OSP to the funding agency as detailed in University Procedure *15.01.01.R0.01 External Funding Requests*.
 - 1.2.1 In addition, for a proposal to be eligible for PSI funding, the PI must notify an OSP Proposal Administrator (PA) at least 5 business days prior to the sponsor submission deadline of his/her intent to submit said proposal to an external agency, including a link to the Request for Proposal (RFP) and anticipated budget.
 - 1.2.2 The PI must provide OSP with all final documents at a minimum of 3 business days prior to the sponsor submission deadline to be eligible for PSI funding.
 - 1.2.3 The University reserves the right to not submit a proposal if not given adequate time to review the proposal or if, in consultation with the Department Head and/or Dean, the proposal appears unfit for external review.

- 1.3 Service contracts are not eligible for PSI funds.
- 1.4 PSI Award Amounts are based on the university's share of the proposal submission total funding request, as outlined on the OSP Proposal Submission Incentive Program website.
- 1.5 PSI funds will be placed in a Research Incentive Award (RIA) or Facilities and Administrative Cost (F&A) account under the PI's name and may be used for research-related expenses. Examples include professional travel, publishing costs, undergraduate or graduate student stipends, and supplies. Food/beverage purchases are not allowed. Faculty stipends are not allowed. Purchases made with PSI funds must follow university policies and procedures and will be considered university property.
- 1.6 PSI funds will not expire if the account has substantial activity each fiscal year. If PSI accounts are found to be dormant, all remaining funds may be retrieved by OSP. If the PI has a larger goal in mind, the PI can submit an annual justification and spending plan outlining how they plan to expend their funds.
- 1.7 If a PI quits or retires, the PSI funds will be retrieved by OSP unless the PI is approved to continue his/her research activity in an emeritus status, in which case the funds will continue to be available to the PI.
- 1.8 Modifications to any aspect of this program may be implemented at any time, as determined by the Vice President for Research and Economic Development (VPRED). Such modifications may occur through amendment of this program or through written notice to the deans of affected academic units.

2 FACULTY RESEARCH INCENTIVE PAY PROGRAM

- 2.1 The Faculty Research Incentive Pay (FRIP) program is designed to recognize and reward recipients of extramural funds that enhance research, scholarship, service, and creativity at the University. The FRIP program provides a mechanism by which the University may provide incentive payments to faculty who are effective in securing extramural funding that is used to pay some fraction of their 9-month salary.
- 2.2 Faculty interested in participating in the FRIP program should discuss the possibility with their Department Head and Dean as early as practical (ideally before schedules for the following term are prepared and submitted), and must obtain their signatures on the FRIP Program Agreement Form ([link below](#)).
- 2.3 To be eligible to participate in the FRIP program, the following minimum criteria must be met:
 - 2.3.1 The participant must be a tenure-track or tenured faculty member (including Department Heads and other administrators with teaching responsibilities) serving as a PI or Co-PI on an extramurally-sponsored project that covers a portion of their 9-month salary.

- 2.3.2 At least a portion of the participant's institutional base salary must be paid from state-appropriated funds.
- 2.3.3 Individuals who are split-funded from appropriated and other source shall be eligible to participate in that portion of their salary supported by appropriated funds.
- 2.3.4 Grant or extramural funder must generate F&A cost.
- 2.3.5 Grant or extramural funder must not require cost sharing.
- 2.4 Incentive payments are contingent upon the faculty member meeting the eligibility requirements complying with the terms and conditions of the program. Incentive payments are limited to up to 50% of the "recovered" or "bought out" salary, and cumulative payments shall not exceed 25% of the faculty member's institutional base salary per fiscal year. The amount of the incentive payment shall be estimated prior to the beginning of the associated academic semester and reconciled to the actual amount of salary paid by the grant or external funding before a payment is issued. The incentive payment will be placed in a RIA or F&A account under the participant's name and may be used for research-related expenses. Examples include professional travel, publishing costs, undergraduate or graduate student stipends, and supplies. Neither food/beverage purchases nor faculty stipends are allowed. Purchases made with FRIP funds must follow university rules and procedures and will be considered university property.
- 2.5 FRIP program participants must comply with the following terms and conditions in order to receive incentive payments:
 - 2.5.1 The faculty member must fulfill all expectations for performance established through a written work assignment that is agreed upon in advance by the faculty member, the faculty member's Department Head or other immediate supervisor, and the faculty member's Dean, pursuant to the University Procedure *12.03.99.R1 Faculty Workload*.
 - 2.5.2 The faculty member must exhibit satisfactory performance in all assigned duties as determined by his or her Department Head and Dean, including good fiscal and administrative management of all extramural funds for which the faculty member is principal investigator or co-principal investigator, and completion of necessary reports in a timely manner.
 - 2.5.3 The incentive program applies to salary that is funded by external sources during the on-contract period.
 - 2.5.4 Incentive payment(s) shall not be paid from sponsored project funds.

- 2.5.5 Participation in the program is voluntary and is not mandated upon either the faculty member or the University. Participation is not an entitlement but may be made available to eligible faculty members when both the University and the faculty member determine that it is in their mutual best interest to do so. Furthermore, the University reserves the right to suspend or terminate this program or the participation of any faculty member at any time. No verbal commitment to participate or pay under the program is binding and only the final signatures of all required parties shall constitute a commitment under the program.
- 2.5.6 Availability of any payments under the program is subject to the availability of state appropriations and to any applicable state or federal laws, regulations or policies.
- 2.5.7 Modifications to any aspect of this program may be implemented at any time, as determined by the VPRED. Such modifications may occur through amendment of this program or through written notice to the deans of affected academic units.
- 2.5.8 Final approval for participation in this program shall be granted by the VPRED.

2.6 Incentive Pay Calculations

- 2.6.1 The maximum amount of the incentive payment is 50% of the net salary savings to the appropriated funding source.
- 2.6.2 The following costs may be factored into the incentive payment calculation.
 - 2.6.2.1 Compensation to the department for costs incurred to replace the faculty member's contributions to the department.
 - 2.6.2.2 Other costs incurred by the department for support of the sponsored project that are not recovered elsewhere.
- 2.6.3 Example of Incentive Pay Calculation: A faculty member with a 9-month appointment receives \$8000 in external funding to pay a portion of their salary to work on a sponsored project during the fall semester and negotiates with their Department Head to reduce their teaching workload proportionally. The amount of salary savings is \$8,000. The cost of an adjunct instructor to teach the faculty member's class is \$3,000.

Salary savings:	\$8,000
Instructor costs:	\$3,000
Net salary savings:	\$5,000

Result: The faculty member may receive up to \$2,500 in incentive pay (50% of the net salary savings), which will be placed in a RIA or F&A account

2.7 Process for Calculation and Disbursement of Incentive Payments

- 2.7.1 At least one month before the start of the anticipated buy out period, the faculty member works with his or her Department Head and college Budget Specialist to complete the Faculty Research Incentive Pay Program Agreement form (link below).
- 2.7.2 The Department Head signs the request to confirm that eligibility requirements are met, the request is consistent with the faculty member's written workload assignment, and any courses being bought out will be taught by another instructor.
- 2.7.3 The FRIP Program Agreement form is routed to obtain the college Budget Specialist's and Dean's signature then forwarded to the OSP for review and approval.
- 2.7.4 The VPRED signs the form and sends the original form back to the Department Head with a copy to the faculty member and the Budget Specialist.
- 2.7.5 After the semester has ended, the Budget Specialist or departmental Administrative Associate initiates an incentive payment, which will be placed in the RIA or F&A account.

Related Statutes, Policies, or Requirements

University Rule [*12.03.99.R1 Faculty Workload*](#)

University Procedure [*15.01.01.R0.01 External Funding Requests*](#)

Appendix

[FRIP Program Agreement Form](#)

[OSP Proposal Submission Incentive Program website](#)

[OSP Faculty Research Incentive Pay Program website](#)

Contact Office

Office of Sponsored Programs
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