

SBS Standard Operating Procedure  
SBS Research Incentive Guideline

Procedure Owner: SBS Dean's Office  
Procedure Contact: Britni Jacobsen-Bridges

Date Implemented: 9/1/2020  
Date Revised: 9/1/2021

**Purpose:** The SBS Research Incentive Guideline defines and determines eligibility to receive an incentive. If SBS experiences a loss of budget within the fiscal year the Dean can amend this guideline.

**Eligibility:** At least 70% of the participant's institutional base (A+B) salary must be paid from state appropriated funds. Eligibility for the SBS Research Incentive requires SBS faculty to support more than 30% of their salary through external grant funding (fund category 400), allowing for a reduction in the 70% support provided by department/state funding. Research faculty (Research Assistant and Research Associate Professors) and Instructors are ineligible to receive an incentive.

Faculty whose salaries are primarily funded through the Institute for Translational Research and the Center for Human Identification may be eligible for a research incentive through their institute but are ineligible to receive an incentive through SBS.

Faculty with dual appointments and/or administrative roles will have the incentive calculated based on their total combined salary.

### Calculating the Research Incentive

Qualifying faculty who support more than the expected 30% of their salary through external grant support (fund category 400) as an aggregate throughout the fiscal year have released state funds and are eligible to receive 50% of the released funds through an incentive.

*For example:* Professor J. earns \$100,000 in total salary.

- State Funds - 70% - \$70,000.00
- Grant Funds - 30% - \$30,000.00

Professor J. has reviewed his grant budget and his Faculty Compensation Workload document to determine he can appoint 40% effort on the grant. His new funding would be:

- State Funds - 60% - \$60,000.00
- Grant Funds - 40% - \$40,000.00

By “releasing” \$10,000 state funds, Professor J. can anticipate a one-time Research Incentive of 50% of the released state funds, \$5,000, at the end of FY21.

*Note: New or increased grant funding on or after May 1<sup>st</sup> will not count towards Research Incentive.*

### **Receiving Research Incentive**

Faculty have two, mutually exclusive options for receiving the research incentive

1. **One-time bonus on final paycheck of the fiscal year** – This is the method that the incentive has historically been paid; or
2. **F&A Credit** - Receive the incentive payment in the form of a credit to the personal F&A account at the end of the fiscal year earmarked to support future student or staff salary expenses.

***Note: Faculty who receive departmental support for their PhD students and/or research staff will be defaulted to this option as the state resources they release are being diverted to bridge these individuals.***

- If accepting option two, faculty should notify their SBS Financial Team Member by email to their chair and SBS Finance Team member no later than October 31, 2021.

### **Administrative Responsibility**

The SBS Finance Team members are responsible for administering the Research Incentive program for departments.