

## Incentive Program for Researchers Information and Procedures 4/8/15

### **How Does it Pay Grant-Active Faculty an Incentive Payment?**

A faculty member can write into a grant budget a portion of his/her Academic Year salary (as well as summer salary), as allowed by the funding agency. Depending on the funder, this could take the form of one or more course buyouts, or a percentage of the other segments of your appointment (primarily your research appointment). The primary advantage of a course buyout is buying yourself time to work on your grant funded project. The advantage of either a course buyout or a “research buyout” during the Academic Year is the opportunity to participate in the Incentive Program for Researchers and receive an incentive payment in November of the AY following the year in which the grant paid a portion of your salary. The incentive for a *research buyout* equals 75% of the equivalent amount of the buyout. So if you charge your grant for \$10,000 worth of the research portion of your salary in AY15, in November of AY16 you will receive an incentive of \$7,500 added to your regular paycheck. The incentive for a *course buyout* has to take into account the cost to the department of replacing you as an instructor. Note that EHHD policy is that one course buyout (per academic year) is equal to 10% of your base salary. So if in AY15 you have an AY base salary of \$50,000 and you charge your grant for 2 courses, equaling \$10,000, the department will first deduct the amount of the actual cost of offering those courses (let’s say \$8,000 in this example). Then, in November of AY16 you will receive an incentive of \$1,500, which is 75% of the net remaining (\$10,000 - \$8,000 = \$2,000).

Where does the other 25% go? OSP keeps those funds in a pool available to potentially reward the grant productivity of faculty whose funding agency does not allow payment of salary.

### **What is the Procedure?**

1. Determine if you’re taking funds from your federal or state grant to pay at least 10% of your base salary during at least one AY month. As stated in the OSP instructions, “Faculty must contribute a minimum of 10% effort to participate, and they can receive no more than 25% of their base salary in supplemental pay, regardless of the amount charged to their grants/projects.” You are strongly encouraged to read the policy, the FAQ and the form instructions on this program at the OSP webpage:  
<http://www.montana.edu/wwwvr/osp/index.html>.
2. Meet with your Department Chair to discuss IPR.
3. About **a month before** you want the grant to start being charged for your salary, take the “Intent to Participate Form” to Renee Lineback in the Dean’s office for help filling it out properly. Renee will figure out how your labor distribution will need to change in order to utilize the grant funds you are apportioning for your salary, and ultimately (after the form has routed for signatures) she will process the “EPAF” that charges that grant. Sign, and submit the “Intent” form to your Department Head to continue routing for signatures. Note, OSP rules require that this form be submitted to your Department Head before the end of the first month your effort is to be charged to your grant(s).
4. Between May 15-August 16 as stated on the form, work with Renee to make sure have the right numbers on the “IPR Lump Sum Request Form,” then sign it and submit it to your Department Head to continue routing for signatures.
5. Receive the payment as part of your November 10 paycheck in the new academic year.

NOTE: YOU WILL NOT RECEIVE YOUR INCENTIVE PAYMENT UNLESS BOTH FORMS ARE FILED IN GOOD TIME.