

## **Incentive Program for Researchers (IPR) Intent to Participate Form Instructions**

The MSU Incentive Program for Researchers (IPR) has been developed to enhance sponsored research and scholarly activities by encouraging faculty to secure externally-funded research, scholarship and sponsored program projects so they can participate in IPR. All tenured and tenure-track faculty members, except those currently on University Sponsored Research Appointments (USRAs), are eligible to participate provided they meet the requirements of the program. The program applies to federal funded and state pass through projects only. It does not apply to external funds obtained from gifts, testing service contracts, private sponsors or contracts or fees for services. The University's Additional Compensation form should be used to pay compensation for these projects.

The Faculty Research Incentive Program rewards faculty by allowing them to supplement their regular Institutional Base Salary (IBS) by retaining a portion of the salary charged to their grants/projects throughout the year. Participating faculty who meet the requirements of the program will receive 75% of the net recovered salary in a single year-end payment the November following the year of participation. Faculty must contribute a minimum of 10% effort to participate, and they can receive no more than 25% of their IBS in supplemental pay, regardless of the amount charged to their grants/projects. (To receive the full 25% incentive pay, faculty need to charge 33.33% to their grants/projects:  $33.33\% \times 75\% = 25\%$ .)

To make the funds available for distribution in November, an Electronic Personnel Action Form (EPAF) needs to be submitted to draw salary from the grant/contract proportionate to the amount of time the faculty member invests on the project. In turn, the University Budget Office will make a corresponding one-time-only budget transfer from the Index used to pay the faculty member's institutional salary to a central Index that will be used to distribute the supplemental pay the following November. The net change to the Index paying the faculty member's salary will be zero.

A form entitled "Intent to Participate in the Incentive Program for Researchers (IPR)" has been created. The form collects information to insure the faculty member is eligible to participate and to facilitate the processing of the EPAF to charge the salary to the grants/projects throughout the year. The following narrative explains what is needed in each section of the form. Final payment will be facilitated through the "IPR Request for Lump-Sum Payment" form to be initiated by the faculty member at the end of the academic year.

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### **FORM INSTRUCTIONS:**

**Due Date:** The "Intent to Participate" form must be initiated prior to the end of the month it is to be effective. Retroactive requests cannot be processed. As long as the form is signed and dated by the Dean/AES/ES before the end of the month it is to be effective, the request will be considered valid for processing that month even if there is an unanticipated lag in moving the form through the approval queue.

**Name:** Faculty member's name.

**Department:** Faculty member's home department. This will also be where the form is returned to have the EPAF processed.

**GID #:** Include the faculty member's full GID number since the form will be routed/mailed and not sent electronically.

**Index #:** List the current Index used to pay the faculty member's institutional salary. This will be the Index used by the Budget Office to make a one-time-only budget adjustment proportionate to the amount of salary the faculty member charges to his/her grants/projects.

**In order to participate:** The items listed in this section are intended to provide a brief summary of the requirements to participate in the program so a faculty member can determine up front whether or not s/he is eligible for the program.

**Workload breakdown:** The first obligation on recovered salary is payment of any costs incurred to provide services a faculty member will not be providing because of the responsibilities to the grant/contract research/scholarly activities. Only after these obligations have been fully and completely accounted for will the net recovered salary be available to fund an incentive payment. In order to determine if teaching replacement is necessary, the faculty member's workload is needed. If s/he charges more salary to the grant/project than the percentage assigned to research, s/he will need to first cover the cost of a replacement for that release. The remaining (net) salary will be used to calculate the 75% payment. For the purposes of this incentive program, a buyout of teaching will not normally be needed unless the faculty member has exceeded his/her research percentage assignment.

**Percent of effort to charge to grant funds:** This section drives the information that will be listed in the EPAF and dictates the percent of effort (salary) charged to each Index listed. Multiple Indexes and differing percentages of effort can be listed on the same form with the same duration (start/end date). If one of the funding sources ends before another, a new form should be generated listing only the ongoing funding sources with the new start/end dates for those sources. The total percent of effort each month needs to equal 10% (the minimum FTE required to participate in IPR).

**Summer salary check box:** This question is intended to remind faculty to budget sufficient funds for summer salary before using funds for IPR.

**Reminders:** As indicated on the form, to qualify for IPR and receive the one-time payment in November, the following criteria need to be met: Time & Effort Reports completed; Technical Reports submitted (if due); and an annual review of at least "meets expectation" received.

**Signatures on the form denote the following:**

- **Faculty Member:** The information on the form is accurate and the faculty member has read the IPR policy.
- **Department Head:** Concurrence with the indicated workload breakdown and approval to participate in the program.
- **Dean/AES/ES Signature:** Acknowledge participation in the program.
- **Provost Signature:** Acknowledge participation in the program.
- **OSP Signature:** Confirmation of eligibility to participate in the program.

After signing, OSP routes copies of the form to the Budget Office so they can make the appropriate one-time-only budget adjustment for the salary charged to the grants/projects, and to Human Resources for use in computing the one-time lump sum payment in November.

**EPAF Block at bottom:** The fully executed form is returned to the originating department so the accounting staff member can submit a funding change EPAF. The EPAF should be processed ASAP upon receipt of the form. Space is provided to record the date and EPAF #. The original should be kept in the department files.