

Research Incentive Plan for Administrators

Updated November 2020



WESTERN MICHIGAN UNIVERSITY

What is the New Program?

The source of funds and model is built on salary recovery, total expenditures and student expenditures charged to the grant or contract during the period *September 1- August 31*.

- The incentive model is calculated based on three components:
 - Salary recovery
 - Total research expenditures on the grant (direct and F&A)
 - Inclusion and payment of students.
- The program caps the total incentive payment at 75% of salary recovery amount and effort at 50% (calendar year.)
- *The model assumes no course buyout is required. If required this must be subtracted.*



Who is included?

Non-Bargaining Unit Administrators:

- Those who are grant- or contract-funded, soft money positions would not be eligible for the incentive.
- Fiscal Year Chairs
- Center Directors
- Institute Directors
- Specified Associate/Assistant Directors
- Deans
- Associate Deans
- Associate Provosts
- Executive leaders (Provost and Vice Presidents)
- Other unique positions as approved by the Provost and VP for Research



What are the Eligibility Criteria?

- The administrator must be PI or Co-PI on a grant or contract.
- Only externally funded, competitively awarded grants and contracts qualify.
 - Noncompetitive grants and contracts (earmarks, state appropriations, gifts, etc.) do not qualify for the program.
- A minimum 2% salary recovery is required to participate.
- Eligibility will be defined based on the type of expenditures, which must be classified as research (broadly defined).
- Eligible funds must recover the full appropriate F & A (i.e. no waiver requested) unless a specific exemption is added such as due to a large number of students supported on the grant or contract.
- Fringe benefits must also be recovered from the grant as appropriate.



What is the Process?

Gather the three components for each your grants/contracts:

- Salary recovery
- Total research expenditures (sum of direct and F&A)
- Student related expenditures (expenditures paying students/tuition, including F&A)
- Input data points along with administrator's base salary into the template file.
- Incentive will be calculated based on:
 - 35% of salary recovery
 - 0.9% of total research expenditures
 - 17% of student related expenditures
 - The total incentive amount will not exceed 75% of salary recovery.
- Obtain appropriate approvals on the form and submit once per year.
- Payment can be requested once per year. After all approvals are received, the incentive can be paid to the administrator, put into a WRAP account for research or split between the two.



Annual request form

WMU ADMINISTRATOR RESEARCH INCENTIVE FISCAL YEAR 2020-21

Applicable to Non-bargaining Unit Administrators Including: Fiscal Year Chairs/Center/Institute Directors and specified Associate/Assistant Directors•Deans, Associate Deans, Associate Provosts•Executive leadership (VPs, etc.)•Other unique positions as approved by the Provost and VP for Research

*Documentation supporting any alternative distribution must be attached for grants and contracts submitted **before 01/01/2020**

COMPLETE
YELLOW CELLS

Name:
Title:
Department:
College or Unit:
Date of appointment:

LISTING OF QUALIFIED GRANTS AND CONTRACTS								PI Salary Recovery - NO F&A and NO Fringe	Total Expenditures INCLUDING F&A	Student Expenditures INCLUDING F&A	Salary Recovery %	Student Expenditures as a % of Total Expenditures
Administrator Base Salary	Title	Fund/Cost Center Number	Role (PI etc)	Submission Date	Start Date						#DIV/0!	#DIV/0!
											#DIV/0!	#DIV/0!
											#DIV/0!	#DIV/0!
											#DIV/0!	#DIV/0!
											#DIV/0!	#DIV/0!
TOTAL GRANTS:							\$0.00	\$0.00	\$0.00		#DIV/0!	#DIV/0!

INCENTIVE CALCULATION	Incentive (35% of Salary Recovery)	Incentive (0.9% of Total Expenditures)	Incentive (17% of Student Expenditures)	Total Incentive (Capped at 75% of Total Salary Recovery)
AUTOMATIC FORMULA CALCULATION - DO NOT INPUT DATA	\$0.00	\$0.00	\$0.00	\$0.00

Split of the incentive pay % towards incentive pay % to a WRAP/IDC account WRAP/IDC acct number

APPROVALS:

Original FY20 versus FY21 versus revised plan outcomes

Scenarios Run	INPUTS					RESULTS					Variance Change	
	Administrator Base Salary	Salary Recovery - NO F&A and NO Fringe	Total Expenditures INCLUDING F&A	Student Expenditures INCLUDING F&A	Student Expenditures as a % of Salary Recovery	Student Expenditures as a % of Total Expenditures	Incentive - FY20 Formula	incentive amount as a % of salary recovery	Incentive - FY21 Formula	incentive amount as a % of salary recovery		Variance
Admin 2	113,209.72	74,648.07	487,382.39	-	65.94%	0.00%	\$ 20,694.69	28%	\$ 30,513.27	41%	\$ 9,818.57	increase in all components
Admin 3	113,358.68	66,900.88	704,360.84	39,678.36	59.02%	5.63%	\$ 24,081.29	36%	\$ 36,499.88	55%	\$12,418.59	increase in all components
Example 1 - no student	120,000.00	60,000.00	500,000.00	-	50.00%	0.00%	\$ 22,045.45	37%	\$ 25,500.00	43%	\$ 3,454.55	increase in all components
Example 2 - Ex 1 w/student	120,000.00	60,000.00	500,000.00	20,000.00	50.00%	4.00%	\$ 22,885.45	38%	\$ 28,900.00	48%	\$ 6,014.55	increase in all components
Example 3 - ppt slide	100,000.00	50,000.00	1,000,000.00	400,000.00	50.00%	40.00%	\$ 32,000.00	64%	\$ 37,500.00	75%	\$ 5,500.00	increase capped at 75% of Salary Recovery
Example 4 - ppt slide	100,000.00	50,000.00	250,000.00	62,500.00	50.00%	25.00%	\$ 21,332.39	43%	\$ 30,375.00	61%	\$ 9,042.61	increase in all components
Example 5 - averages	120,000.00	60,000.00	114,000.00	16,000.00	50.00%	14.04%	\$ 22,694.87	38%	\$ 24,746.00	41%	\$ 2,051.13	increase in salary recovery
Example 6 - model like TGK	120,000.00	40,000.00	250,000.00	16,000.00	33.33%	6.40%	\$ 14,461.91	36%	\$ 18,970.00	47%	\$ 4,508.09	increase in all components
Example 7 - TGK known PI	120,000.00	20,000.00	180,000.00	100,000.00	16.67%	55.56%	\$ 10,561.29	53%	\$ 15,000.00	75%	\$ 4,438.71	increase capped at 75% of Salary Recovery
Example 8 - 20% recovery	120,000.00	24,000.00	250,000.00	25,000.00	20.00%	10.00%	\$ 8,979.55	37%	\$ 14,900.00	62%	\$ 5,920.45	increase in all components
Example 9 - 30% recovery	120,000.00	36,000.00	250,000.00	25,000.00	30.00%	10.00%	\$ 13,469.32	37%	\$ 19,100.00	53%	\$ 5,630.68	increase in all components
Example 10 - 40% recovery	120,000.00	48,000.00	250,000.00	25,000.00	40.00%	10.00%	\$ 17,959.10	37%	\$ 23,300.00	49%	\$ 5,340.90	increase in all components

