

# **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.)



# 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**

Administrator Salary	Title	Fund/Cost Center Number	Role (PI etc)	Submission Date	Start Date	PI Salary Recovery - NO F&A and NO Fringe	Total Expenditures INCLUDING F&A	Student Expenditures (Accounts 3511, 3192, & 4101) INCLUDING F&A	Salary Recovery %	Student Expenditures as a % of Total Expenditures
									#DIV/0!	#DIV/0!
									#DIV/0!	#DIV/0!
									#DIV/0!	#DIV/0!
									#DIV/0!	#DIV/0!
									#DIV/0!	#DIV/0!
<b>TOTAL GRANTS:</b>						\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!

<b>INCENTIVE CALCULATION</b>						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)
<b>AUTOMATIC FORMULA CALCULATION - DO NOT INPUT DATA</b>						\$0.00	\$0.00	\$0.00	\$0.00

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