



**TEXAS WOMAN'S
UNIVERSITY™**

Office of Research and Sponsored Programs

**FACULTY RESEARCH INCENTIVE PROGRAM (FRIP)
FY 2024**

The Office of Research and Sponsored Programs (ORSP) offers the Faculty Research Incentive Program (**FRIP**), which aims to recognize and reward recipients who have received external funding. FRIP will allow Texas Woman's University to provide incentive payments to faculty who receive external funding and charge a portion of their salary to the external funds.

ELIGIBILITY

To be eligible to participate in the program, the following minimum criteria must be met:

- The participant must be a Texas Woman's University faculty member serving as a principal investigator/project director, co-PI, or other key personnel on an externally-sponsored project
- At least a portion of the participant's institutional base salary must be paid from state appropriated funds
- Individuals who are split-funded from appropriated and other sources shall be eligible to participate in that portion of their salary supported by appropriated funds
- Only new assignments on externally funded projects (as of FY 2023) will be eligible
- The participant must be current on grant-related reports including progress reports, effort reports, etc.

PROVISIONS

Incentive payments are contingent upon the faculty member meeting the eligibility requirements and complying with the terms and conditions of the program. The incentive shall not exceed 25% of the faculty member's institutional academic year base salary per fiscal year. The amount of the incentive payment shall be estimated at the beginning of the associated academic semester and reconciled to actual activity before a payment is issued. Incentive payments shall be estimated using the information on the Faculty Buyout Form initiated by ORSP. ORSP will work with the Budget Office to finalize the FRIP amounts and the incentive will be processed as a task payment at the end of the academic year. Payments shall be subject to applicable withholdings and issued in adherence to all prevailing laws and policies.

TERMS AND CONDITIONS

Faculty Research Incentive Program participants must comply with the following terms and conditions in order to receive incentive payments:

- The faculty member must fulfill all expectations for performance established through a written work assignment that is agreed upon in advance by the faculty member, the faculty member's chair person or other immediate supervisor, and the faculty member's dean in consultation with the provost, pursuant to Texas Woman's University Faculty Workload policy.
- The faculty member must exhibit satisfactory performance in all assigned duties as determined by his or her chair and dean, including good fiscal and administrative management of all extramural funds for which s/he is principal investigator or co-principal investigator, compliance protocols, training, and completion of necessary reports in a timely manner.
- The incentive program applies to salary that is funded by external sources during the on-contract period.
- Incentive payment(s) shall not modify the faculty member's institutional base salary and shall not be paid from sponsored project funds.
- Participation in the program is voluntary and is not mandated upon either the faculty member or the university. Participation is not an entitlement, but may be made available to eligible faculty members when both the university and the faculty member determine that it is in their mutual best interests to do so. Furthermore, the university reserves the right to suspend or terminate this program or the participation of any faculty member at any time. No verbal commitment to participation or pay under the program is binding and only the final signatures of all required parties shall constitute a commitment under the program.
- Availability of any payments under the program is subject to the availability of state appropriations and to any applicable state or federal laws, regulations or policies.
- Modifications to any aspect of this program may be implemented at any time, as determined by the Vice Provost for Research, Innovation, and Corporate Engagement in consultation with the Executive Vice President for Academic Affairs and Provost. Such modifications may occur through amendment of this program or through written notice to the deans of affected academic units.
- Final approval for participation in this program or any exceptions to these guidelines must be approved by the Vice Provost for Research, Innovation, and Corporate Engagement.

INCENTIVE PAY CALCULATIONS

The maximum amount of the incentive payment is 25% of the net salary savings to the appropriated funding source. The net salary savings is the amount of faculty buyout from the appropriated funding source minus the amount needed to provide the release (i.e., adjunct, GTA, etc). The net salary savings must be \$500 or more to be eligible.

The following costs may be factored into the incentive payment calculation:

1. Compensation to the department for costs incurred to replace the faculty member's contributions to the department
2. Other costs incurred by the department for support of the sponsored project that are not recovered elsewhere

EXAMPLES OF INCENTIVE PAY CALCULATIONS

Teaching Workload Buyout

A faculty member with a 9-month appointment receives external funding to pay for 10% of their salary to work on a sponsored project during the fall semester and negotiates with their chair to reduce their teaching workload proportionally. The faculty member's base salary is \$75,000. The total amount of salary savings is \$7,500. The cost of an instructor to teach the faculty member's class is \$3,000.

Salary savings: \$7,500

Instructor costs: \$3,000

Net salary savings: \$4,500

The faculty member may receive up to \$1,125 in incentive pay (25% of the net salary savings).

Teaching Workload Buyout

A faculty member with a 12-month appointment receives external funding to pay for 10% of their salary to work on a sponsored project during the 12 months and negotiates with their chair to reduce their teaching workload each semester. The faculty member's base salary is \$100,000. The total amount of salary savings is \$10,000. The cost of an instructor to teach the faculty member's class is \$3,250 per semester.

Salary savings: \$10,000

Instructor costs: \$3,250 x 3 semesters = \$9,750

Net salary savings: \$250

The incentive amount would be \$64.50 which is less than \$500 and ineligible for a payout.

Research Workload Buyout

Dr. Martinez's institutional base salary is \$60,000. Her annual workload assignment allocates 20% of her time to research activities. She is a co-PI on a grant that pays for 10% of her time to conduct research on a sponsored project during her 9 month on-contract period.

Salary savings: \$6,000

25% of net salary savings: \$1,500

The faculty member may receive up to \$1,500 in incentive pay.

Research Workload Buyout when Faculty Institutional Base Salary is Paid from Multiple Sources

Dr. Rupal's institutional base salary of \$50,000 is funded from two sources: 80% from appropriated funds and 20% from local funds. Dr. Rupal is a co-investigator on a grant that pays

for 20% of their salary to conduct research on a sponsored project during their 9 month on-contract period.

Amount of salary paid from appropriated funds during the on-contract period: \$40,000

Amount of salary savings to the appropriated funding source: 20% of \$40,000, or \$8,000

The faculty member may receive up to \$2,000 in incentive pay.

PROCEDURE FOR CALCULATION AND DISBURSEMENT OF INCENTIVE PAYMENTS

At the Start of the Buyout Period

- When the MSS transaction is processed for a faculty buyout on a grant, the Reassigned Faculty Funds Request for Grant Buy-Outs will be initiated by ORSP.
- The department chair signs the request that confirms that eligibility requirements are met and that the request is consistent with the faculty member's written workload assignment.
- The unit administrator (i.e., Chair, Program Director, Associate Dean, etc.) coordinates obtaining the dean's and vice provost's signatures and forwards the form to the Office of Research and Sponsored Programs for review and approval.
- The Office of Research and Sponsored Programs signs the form and sends a signed copy to the department chair and faculty member.
- The Office of Research and Sponsored Programs then forwards the signed form to Finance and Administration to move funds into the departmental account to cover any course release, transfer the incentive amount into the FRIP reserve, and transfer the remainder into the Provost reserve.

After the buyout period

ORSP initiates a task payment for the incentive amount at the end of the academic year (June or July).