

June 24, 2010

Dear Colleagues,

If you are applying for incentive, you will need to download and complete the Routing and Approval Application form and the Incentive Pay form.

The pdf attachment provides the College of Nursing guidelines.

Effective immediately, all incentive pay requests will become effective on the day that they are signed by the College Dean. Therefore, incentive pay requests cannot be made retroactively to the beginning of a semester. By implementing this change, we intend to avoid effort spent by a PI without prior approval from the Department Chair and College Dean.

Pilot Faculty Research Incentive Program
Routing and Approval Process for Incentive Application Form

Please make sure to follow the steps below for the routing and approval process for your Faculty Incentive Pay Application form:

1. The PI or Co-PI completes the application form and signs and dates it.
2. The PI or Co-PI's Department Chair must also sign and date the application form.
3. The application form is then routed to the PI or Co-PI's Dean for his/her signature.
4. The Dean's Office forwards the application form with the three signatures (PI or Co-PI, Department Chair and Dean) to the Division of Research.
5. The Division of Research forwards the application form to the Provost's Office for final approval and signature from the Provost.
6. The Office of the Provost routes the final, approved application back to the PI or Co-PI's department.

January 2010

Faculty Incentive Pay Plan Application
Department of Research Accounting

Prepared By:

Phone Number:

Semester: Fall Spring Summer (9 month / 12 month) Year:

Faculty Name (PI or Co-PI):

Total Annual Salary¹:

Information Requested from Faculty Member(s):

Grant Index/Fund#	Department/College	Grant End Date ²	Indirect Cost Rate ³	How much salary will be paid from the grant during the semester?
Total salary paid from grant should be listed even if it exceeds amount of incentive pay				
Total Salary Paid from Grant(s)				

Attach a post award for each grant listed above.

¹The total incentive payment cannot exceed 25% of the base salary per semester

²Grant must be active during the semester

³Indirect cost rate is at least 5% TDC

 Investigator Signature Date Department Chair Signature Date

 College Dean/Designee Signature Date Provost Approval Date

SUBMIT THIS FORM TO RESEARCH ACCOUNTING (RA) – ADM 210C

 Research Accounting Signature Date Is a budget available for each grant listed above? Yes No