

## Grants and Contracts Incentive Fund Guidelines

The purpose of the Grants and Contracts Incentive Fund is to encourage faculty, staff, and academic units to seek external support for their scholarship (whether it is scholarship of discovery, integration, application, or teaching.) It does this by linking funds to activities that generate or have the potential to generate additional funds. The program provides a financial incentive to divisions and colleges, departments, and individuals based on their performance in the previous year, measured by the budgeted indirect costs awarded by grant and contract sponsors.

### **Distribution Formula**

In the Fall of each year, University funds will be set aside for the Grants and Contracts Incentive Fund in rough equivalence to the amount of indirect costs recovered from grants and contracts in the previous year (the actual amount will be determined by the President.) The incentive funds will be distributed as follows:

- 50% College/Student Affairs Division (total of the 3 below)
  - Up to 10% for Project Director/Principal Investigator
  - Up to 10% for Department
  - At least 30% to College/Student Affairs Division
- 30% Graduate College/Research Office
- 10% Library Research Collection
- 10% Academic Affairs/Student Affairs Initiative

A unique account will be established from which expenditures will be made for each recipient; funds in these accounts may be carried forward. If the principal investigator/project director is no longer a faculty member, that allocation will be assigned to the Academic Affairs/Student Affairs Initiative account. If a Division is the responsible "department," the department allocation will be assigned to the Academic Affairs/Student Affairs Initiative account.

The principal investigator and department must submit a written request for use of the funds to the appropriate Dean or Vice President for Student Affairs.

### **Use of Incentive Funds**

The incentive funds may be used for reasonable and allocable expenditures related to grant, contract, research, and creative activity. These include:

- Proposal development costs (postage, printing, staff time)
- Travel to seek possible funding, to engage in research or creative activity, or to present research or creative results
- Equipment and supplies purchased or leased to support research or creative activity
- Matching funds required by granting agencies
- Research assistantships (including tuition rebate) and student help
- Adjunct or other staff time to replace time reassigned for research, project support, or proposal development
- Other expenditures that provide direct benefit to projects supported by external funding

Overload pay to compensate faculty for additional duties may be funded from College or Department funds, but not from principal investigator accounts.