



**UNIVERSITY OF LOUISIANA AT LAFAYETTE**  
**OFFICE OF THE VICE PRESIDENT FOR RESEARCH**  
**RESEARCH SALARY INCENTIVE PROGRAM (RSIP)**

---

**Original Adopted Date:** August 11, 2014

**Effective Date:** July 1, 2014

**Responsible Office:** Vice President for Research

---

**Purpose:**

The *Research Salary Incentive Program (RSIP)*<sup>1</sup> is the mechanism by which the University may provide incentive payments to faculty who are effective in securing extramural funding in order to recognize and reward recipients of external funds that enhance research, scholarship, service and creativity as part of the mission of the University.

The purpose of the program is to incentivize faculty to participate in externally funded research. Savings accrued to the state general fund as a result of inclusion of faculty academic year salaries on externally sponsored project accounts will be utilized to enhance research infrastructure across the campus and to assist faculty members in building individual research programs. Net salary savings accrued during the academic year because of extramural funds will be accessible by faculty members as additional compensation during the academic year, summer compensation, as well as for other research enhancement purposes such as graduate student stipends, equipment, travel, etc., in accordance with current university policies and the Program guidelines contained herein.

**Eligibility:**

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

- The participant must be a University principal investigator or co-principal investigator on an externally-sponsored project;
- The participant must have an academic appointment with the workload expectations of teaching, research and service; the RSIP is not applicable to staff within non-academic appointments at research centers and other areas of the university;
- At least a portion of the participant's base salary must be paid from state general funds; individuals who are split-charged to other sources shall be eligible to participate only on that portion of their salary supported by state general funds.

---

<sup>1</sup> With sincere thanks to Dean Jordan Kellman and Dr. Mark Rees of the UL Lafayette College of Liberal Arts; and Dr. Arun Lakhota of the Ray P. Authement College of Sciences who contributed their expertise and time generously to the conceptualization of this Program.

**Provisions:**

Incentive payments are contingent upon the faculty member meeting the eligibility requirements and complying with the terms and conditions of the Program. In accordance with the Faculty Workload Policy<sup>2</sup>, UL Lafayette takes its primary responsibilities to be the advancement of knowledge through research and extension of knowledge through teaching. As such, faculty members may not “buy out” of all of their courses in any semester, unless under extraordinary circumstances, with the approval of the Department Head, Dean and the Provost.

It is NOT the intent of this Program that UL Lafayette enhances its research climate at the expense of its mission of educating students. As such, Department Heads and Deans are generally expected to invest into replacement or substitute instructors, when a faculty member requests *buy out/release* for a portion of academic year teaching loads in order to participate in the RSIP.

**Terms and Conditions:**

The *Research Salary 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 submitted as part of the 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 he/she is principal investigator or co-principal investigator and completion of necessary reports in a timely manner.
- The Program applies to salary that is funded by external sources; cost share, UL Lafayette internal awards, and UL Lafayette return of indirect accounts are not considered external sources.
- The Program is applicable to only those externally funded projects that garner full indirect costs, per university guidelines and as allowed by the Sponsor.
- Incentive payment(s) shall not modify the faculty member’s Institutional Base Salary (IBS).
- 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 faculty member and the University (represented herein by the faculty member’s Department Chair and Dean of the College) 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.

---

<sup>2</sup> UL Lafayette website URL: <http://apfd.louisiana.edu/sites/apfd/files/Document%20XXI-Faculty%20Workload.pdf>

- Final approval for participation in this Program shall be granted by the Provost and Vice President for Research.

Total compensation to the PI from all UL Lafayette sources cannot exceed the amounts per existing UL Lafayette policy. Policies regarding summer compensation from grants and contracts are provided on the research office website<sup>3</sup> and are not changed due to RSIP.

### **Distribution of Funds:**

- The faculty member will receive the incentive payment equal to sixty-five percent (65%) of his/her Net Salary Savings<sup>4</sup>. The faculty member may use the funds for additional compensation during the academic year, summer compensation, as well as for other research enhancement purposes such as graduate student stipends, equipment, travel, etc. All university policies, including the policy regarding maximum allowable extra compensation apply.
- The faculty member's Department will receive ten percent (10%) of NSS;
- The Dean will receive ten percent (10%) of NSS;
- The Dean of the Graduate School will receive ten percent (10%) of NSS;
- The Office of the Provost receives the remaining five percent (5%) of NSS.

There are no additional reporting requirements for the use of these funds, other than those currently in place at UL Lafayette. However, the recipients of these funds are strongly encouraged to utilize these revenues to invest into building research capacity in their respective areas, and aligned with the three Strategic Research Goals of the university, leading to the overall enhancement of research infrastructure at UL Lafayette.

Funds allocated to the Graduate School are intended to incentivize the production of doctoral students and support the growth of doctoral programs at UL Lafayette, whereas funds for the Office of the Provost are intended to support startup packages for research-intensive faculty hires. However, the Dean of the Graduate School and the Provost each has complete discretion over the use of their respective allocations.

### **Procedure to Request Participation and Access Funds through the RSIP:**

To request an incentive payment for the previous academic year, the faculty member will need to initiate a Request for Funds through *RESEARCH SALARY INCENTIVE PROGRAM FORM* (form template to be provided later) and route through his/her Department Head and Dean for approval.

The approved form should be forward to the office of Sponsored Programs Finance Administration and Compliance (SPFAC) by May 15<sup>th</sup> each year. SPFAC will calculate and transfer to the appropriate amounts of incentive payments into the appropriate R6- accounts by July 1 of every fiscal year.

The incentive payment to a faculty member shall not exceed 65% of the Net Salary Savings generated; incentive compensation shall not exceed 25% of the employee's Institutional Base

---

<sup>3</sup> UL Lafayette website URL: <http://vpresearch.louisiana.edu/node/232>

<sup>4</sup> Net Salary Savings (NSS) = Academic year salary of a participating investigator, inclusive of fringe benefits, paid for by the grant during the academic year less the costs incurred by the university for substitute instructors.

Salary (IBS) for the year in which the incentive payment is earned, per existing policy of the university related to extra compensation. Any and all salary/extra compensation disbursements through the RSIP will be inclusive of fringe benefits for the faculty member.

Department Heads will be responsible to ensure that faculty buy-out be used appropriately.

**Monitoring & Duration:**

The RSIP will be implemented as a pilot program, effective July 1, 2014 through June 30, 2015. The impact of the program on expanding the University's research goals will be evaluated at the end of the fiscal year, leading to potential modifications to the policy, and recommendations from the Vice President for Research on further continuation or the cancellation of the program.

Modifications to any aspect of this Program may be implemented at any time, as determined by the Vice President for Research in consultation with the Vice President for Administration and Finance, Provost and the President. Such modifications may occur through amendment of this Program or through written notice to the Deans of affected academic units.