



Policy Name	Research Incentive Program Policy
Policy Number	12000.051
Effective Date	January 15, 2022
Administrative Division	Division of Research and Economic Development
Unit	Division of Research and Economic Development
Revised Date	N/A

1.0 Policy Statement

Jackson State University developed the Research Incentive Program to enhance sponsored research, innovation, creativity, and scholarly activities. The program is designed to provide incentives for faculty to develop and secure externally funded research grants and contracts.

2.0 Purpose

The purpose of the program is to encourage faculty to develop and secure externally-funded research, scholarship and sponsored program projects. The incentive payment is intended as a one-time, annual supplement to the recipient’s regular base salary (Institutional Base Salary or IBS). The incentive payment is subject to the applicable federal and state taxes and FICA withholdings. The incentive payment does not affect a recipient’s eligibility for merit or other salary increases. The expected outcomes of this program include:

1. Increased number of extramural proposal submissions
2. Improved success rate for extramural awards
3. Improved recruitment and retention of research-active faculty
4. Increased generation of institutional facility and administrative (F&A) cost recovery
5. Increased engagement and compensation for participating employees

3.0 Incentive Options

The program will support seven (7) different incentive options as follows:

- I. *Basic Criteria* - Reward those who charge at least 10% of a PI/Co-PI’s E&G-funded base salary to a sponsored project, includes indirect costs in the award, and payment for graduate or undergraduate students on research projects, if allowable. Payment will be capped at \$15,000.
- II. *PI Indirect Cost* – Principal investigators who receive external funding, inclusive of the full institutional indirect rate will be entitled to a 5% share of the total indirect costs (IDCs) consistent with the Redistribution of Indirect Cost Policy.
- III. *Competitive Grant Resubmission* – The program will support research that shows significant potential for external funding, and that supports the mission of departments,

colleges, and the university. Specifically, it would provide proof of concepts and/preliminary data needed for the resubmission of competitive proposals – not to exceed \$5,000 each.

- IV. *The New Faculty* – The program is intended to jumpstart the scholarly activities of new tenure-track faculty at the rank of Assistant Professor while encouraging the pursuit of external sources of funding to support their scholarly agendas. This program will provide new faculty with an incentive award of up to \$2,000 for submitting a competitive proposal to an external sponsor within the first two years of employment. Recipients are eligible for only one incentive award.
- V. *Seed Grants for Transitional and Exploratory Projects* - Seed funding is intended to encourage faculty to explore and initiate new research directions, and to assist senior investigators who are between funding cycles, or new research projects.
- VI. *Seed Fund for Early Stage Technologies or Startups* - Seed funding is intended to encourage faculty to develop new technologies or startups. The funds will help faculty validate their technologies; conduct customer discovery; and help with prototyping.
- VII. *Commercialization Incentive* - Up to 50% revenue sharing of all royalties from intellectual property. JSU protects and manages the intellectual property and seeks licensing opportunities.

3.0 **Definitions**

Institutional Base Salary – the annual compensation paid by Jackson State University for an employee’s appointment, whether that individual’s time is spent on research, teaching, service or administration.

4.0 **Participation in the Program**

Under exceptional circumstances and on a case-by-case basis, employees may be eligible for the program if they successfully acquire significant external funding from sources that do not allow for inclusion of salary in the grant/contract budget. Such exceptional circumstances must be justified by the dean and department chair and approved by Vice President for Research and the Provost. In such case, the annualized effort for the employee approved on the grant/contract submission will be used to calculate the recovered salary for the parameters for incentive payment calculations.

5.0 Additional Program Terms and Conditions

Provisions for payments from the incentive program include:

Basic Criteria:

1. If all eligibility and program requirements are met, the PI/Co-PI will receive supplemental pay of 30% of their “recovered” salary, up to an annual cap of \$15,000. PIs/Co-PIs may only receive a combined total of up to \$15,000 per grant (i.e., a PI and Co-PI for the same grant would receive an incentive payment proportional to each individual’s salary buyout charged to the grant, up to a combined total of \$15,000). Only \$15,000 of recovered salary per grant can be awarded as incentive payment.
2. If these same PIs or Co-PIs are awarded an additional grant that meets incentive program eligibility, they may receive incentive pay up to an individual total of \$15,000. No individual PI or Co-PI may receive more than \$15,000 in annual incentive pay.
3. PIs and Co-PIs with 100% buyout are not eligible for inclusion in the incentive program.
4. Must include full Facilities and Administration (F&A, or indirect) costs in the award or the maximum F&A rate a sponsor will pay with a minimum rate of 8%. Projects with an F&A waiver (full or partial) are not eligible for inclusion.

Seed Grants for Transitional and Exploratory Projects: The seed grant funding is not intended to sustain or supplement current research programs, but rather to:

1. help junior faculty undertake pilot projects that will aid in establishing their careers as independent investigators and enable them to successfully apply for extramural funding;
2. help established faculty perform transitional and exploratory research, particularly on novel or pioneering ideas, to determine project feasibility, and to develop preliminary data to support extramural applications.

6.0 Procedures

1. In order to receive the incentive, PIs/Co-PIs must complete a Research Incentive Program request form for approval by their Unit Chair/Director and Dean, with final approval by the Vice President for Research and Economic Development, and the Provost (if applicable).

2. The Division of Research and Economic Development will verify project eligibility and the recovered salary amount.
3. The Division of Research and Economic Development, in collaboration with Human Resources, will also present faculty PIs/Co-PIs with an addendum to their existing contract that describes inclusion in the Research Incentive Program. Future contracts would include generic language related to the Incentive Program in all faculty contracts.
4. Incentive payments for the academic year will be paid to individuals as an annual, one-time payment during the fall semester following the academic year in which the salary was recovered. The Division of Research and Economic Development and/or the Division of Academic Affairs will process the EPAFs to pay the incentives,
5. The first obligation on recovered salary is the payment of any costs incurred to provide services a faculty member will not be providing because of the responsibilities to the grant/contract research/scholarly activities. Only after these obligations have been fully and completely accounted for shall the net recovered salary be available to fund an incentive payment.
6. Eligible faculty/staff must be employed by Jackson State University at the time of the pay-out to receive any incentive.

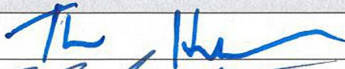
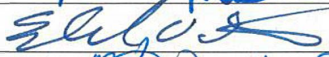
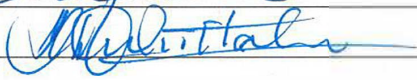
7.0 **Periodic Review**

The Vice President for Research and Economic Development will review this program every three years to ensure that it is meeting its intended outcomes and to ensure efficiency in the process. The program may be terminated at any time by the President of Jackson State University.

8.0 **Employee Adherence**

Employees are required to adhere to these guidelines. Willful disregard of this policy shall be considered non-compliance and may result in a formal reprimand up to and including termination. The information stated in this policy pertains and applies to applicable employees, departments and funding sources of the University.

9.0 CERTIFICATE OF APPROVAL / SIGNATURE

Policy Name	Research Incentive Program Policy	
Policy Number	12000.051	
Administrative Division	Division of Research and Economic Development	
<u>Approved By:</u>	<u>Signature</u>	<u>Date</u>
President		
General Counsel		1/11/2022
VP/Provost		1/11/2022
Director		

10.0 REVIEW AND REVISION HISTORY - Update Review/Revised as needed.

<u>Example:</u>	
CREATED	January 15, 2022
REVISED	
REVIEWED	
REVIEWED	
REVISED	

