

Office of the Dean

SUBJECT: College of Health & Human Sciences Research Incentive Program

DATE: July 2022

PURPOSE: The purpose of this Operating Policy/Procedure is to describe the processes related to the CHHS Research Incentive Program for faculty who buy out course teaching responsibilities.

REVIEW: This OP will be reviewed when changes are necessitated by new college or university policies.

The CHHS Research Incentive Program is designed to incentivize faculty who buy out course teaching responsibilities during the Fall and/or Spring semesters with funding from an external grant.

Eligibility: Faculty with a 9-month appointment who pay a portion of their salary from an external grant to buy out of teaching a class during the Fall or Spring semesters.

The definition of research incentive funds = the faculty salary amount bought out less the cost for course coverage (teaching replacement at the rate of \$7,000 per course). Research Incentive Funds will be split 60% to the faculty member, 20% to the CHHS, and 20% to the department.

The Research Incentive Funds must first be used to provide summer salary for the faculty member. If the funds cover the entire summer salary and there are funds remaining, those funds can be used for other research expenses (e.g., materials, supplies, etc.).

Faculty with a 12-month appointment who pay a portion of their salary from an external grant to buy out of teaching a class during the Fall or Spring semesters are not eligible to fund summer salary. Their research incentive funds can be used for research expenses (e.g., materials, supplies, etc.).

All Research Incentive Funds **MUST** be spent by the end of the fiscal year in which they are received. For example, if a faculty member buys out a course in the fall semester, the incentive funds must be used by August prior to the start of the next fall semester. No carry forward of funds will be permitted.

Research Incentive requests should be sent via email using the form attached to the Academic Unit Leader (department chair, school director, etc.) and the CHHS Associate Dean for Research. Upon approval for Research Incentive Funding the request will be sent to your area business manager for processing. For multi-year funded grants, the attached form is required annually.

Example 1: A 9-month faculty member receives notice of grant award in early March. The grant budget includes a course buy out for the following Fall and Spring semesters. The faculty member completes the attached form and discusses with their Unit Leader, who forwards to the ADR by the end of March.