

Research Salary Incentive Program (RSIP) Distribution Request Form

Office of the Vice President for Research, Innovation, and Economic Development

PROJECT INFORMATION	
Banner Fund Org Program:	Agency/Sponsor:
Principal Investigator:	UL ID:
Project Title:	
RSIP PARTICIPANT INFORMATION	
PI/Co-PI Requesting RSIP:	Department:
Current Academic Year:	Net Salary Savings:
ELIGIBILITY AND TERMS & CONDITIONS	
<p>To be eligible to participate, the participant must be a University Principal Investigator or Co-Principal Investigator on an externally sponsored program; must have an academic appointment with the workload expectations of teaching, research and service; and at least a portion of the participant's base salary must be paid from state general funds. The terms and conditions must also be met in order to receive incentive payments: 1) The faculty member must fulfill all expectations for performance established through a written work assignment submitted as part of the Faculty Workload Policy. 2) The faculty member must exhibit satisfactory performance in all assigned duties as determined by his or her head 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. 3) 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. 4) The Program is applicable to only those externally funded projects that garner full indirect costs, per university guidelines and as allowed by the Sponsor. 5) Incentive payment(s) shall not modify the faculty member's Institutional Base Salary. 6) 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 determine that it is in their mutual best interests to do so. 7) The University reserves the right to suspend or terminate this Program or the participation of any faculty member at any time. 8) 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. Please see the Research Salary Incentive Program Policy for more information.</p>	
ENDORSEMENTS	
<p>By signing below, all parties agree and certify that the above participant meets eligibility requirements of the Research Salary Incentive Program (RSIP) and all terms and conditions of personnel, and the project have been met.</p>	
_____	_____
<i>RSIP Participant</i>	<i>Principal Investigator</i>
<i>Date</i>	<i>Date</i>

<i>RSIP Participant Department Head</i>	
<i>Date</i>	

<i>RSIP Participant Dean/Director</i>	
<i>Date</i>	
APPROVALS	
_____	_____
<i>Director, Sponsored Programs Finance Administration & Compliance</i>	<i>Date</i>
_____	_____
<i>Vice President, Research, Innovation, and Economic Development</i>	<i>Date</i>
_____	_____
<i>Vice President, Administration and Finance</i>	<i>Date</i>
_____	_____
<i>Provost</i>	<i>Date</i>

Return fully signed copy back to SPFAC.

SPFAC Use Only

Attach salary detail as backup.

Approved Amount: _____

Journal Voucher #: _____