



RESEARCH SALARY INCENTIVE PROGRAM POLICY

Policy # RE.004.1

Responsible Executive: Vice President for
Research,
Innovation, and
Economic
Development
Research, Innovation,
and Economic

Responsible Office: Development

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I. Policy Statement

The Research Salary Incentive Program (“RSIP”) intends to encourage University of Louisiana at Lafayette (“University”) Faculty in externally funded Sponsored Programs. It is a mechanism by which the University will provide RSIP incentive payments to Faculty who effectively secure extramural funding. Also, this mechanism will help build a research infrastructure that enhances research, scholarship, and creativity as part of the mission of the University.

II. Purpose of Policy

The purpose of RSIP is to stimulate Faculty to participate in externally funded Sponsored Programs. Savings accrued to the state general fund because of inclusion of Faculty academic year salaries on externally Sponsored Program accounts will be utilized to enhance research infrastructure across the campus and to assist Faculty members in building individual research programs. Net Salary Savings (“NSS”) 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 post-doctoral fellows, non-Faculty researchers, graduate students, equipment, travel, etc., in accordance with current University policies and RSIP requirements contained herein.

A. Eligibility

RSIP incentive payments are contingent upon the Faculty member meeting the eligibility requirements and complying with the terms and conditions of RSIP. In accordance with the Faculty Handbook’s Faculty Workload Policy, one of University’s primary responsibilities is the advancement of knowledge through research and extension of knowledge through teaching. As such, Faculty members may not Buy-Out of

all their courses in any semester, unless under extraordinary circumstances, with the written approval of their department head, dean and the Provost and Vice President for Academic Affairs (“Provost”).

It is NOT the intent of RSIP that the University 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 Faculty member requests Buy-Out for a portion of academic year teaching loads to participate in RSIP.

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

1. The participant Faculty member must be a University Principal Investigator (“PI”) or Co-PI on an externally funded Sponsored Program;
2. The participant Faculty member must have an academic appointment with the University with the workload expectations of teaching, research, and service; and
3. At least a portion of the participant Faculty member’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.

RSIP is not applicable to University staff within non-academic appointments at research centers and other areas of the University.

B. Terms and Conditions of RSIP

RSIP participant Faculty members must comply with the following terms and conditions in order to receive RSIP incentive payments:

1. The Faculty member must fulfill all expectations for performance established through a written work assignment submitted as part of the Faculty Handbook’s Faculty Workload Policy.
2. 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 PI or Co-PI and completion of necessary reports in a timely manner.
3. RSIP applies to salary that is funded by external sources; cost share, University internal awards, and University return of indirect accounts are not considered external sources.
4. RSIP is applicable to only those externally funded Sponsored Programs that garner full indirect costs, per Indirect Cost Policy and as allowed by the Sponsor.
5. RSIP applies to only externally funded Sponsored Programs with no voluntary cost share.
6. RSIP incentive payment(s) shall not modify the Faculty member’s Institutional Base Salary (“IBS”).
7. Participation in RSIP 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.

8. The University reserves the right to suspend or terminate RSIP or the participation of any Faculty member in RSIP at any time. No verbal commitment to participation or pay under RSIP is binding and only the final signatures of all required parties on the Research Salary Incentive Program Distribution Request Form shall constitute a commitment under RSIP.
9. Only University funds made available through salary savings may be used for RSIP incentive payments.
10. Availability of any payments under RSIP is subject to the availability of state appropriations and to any applicable State or Federal laws, regulations, or policies.
11. Final approval for participation in RSIP shall be granted by the Provost and Vice President for Research, Innovation, and Economic Development (“VPR”).
12. Policies regarding summer compensation from grants and contracts are provided at <https://vpresearch.louisiana.edu/investigator-toolkit/policies-procedures/compensation-limitations-faculty-members-and-unclassified> and are not changed due to RSIP.

III. Applicability

The Policy applies to all University Faculty members.

IV. Definitions

1. **Buy-Out**: is a Faculty member’s workload reduction during the academic year in order to participate in RSIP and receive an RSIP incentive payment.
2. **Co-Principal Investigator (“Co-PI”)**: are the individuals who share the responsibility for the Sponsored Programs with the PI and therefore require the same qualifications referenced within this Policy.
3. **Faculty**: is any nine (9) or twelve (12) month employee of the instructional staff of the University having the rank of instructor or higher and person engaged in library, artistic, research, and investigative positions of equal dignity.
4. **Institutional Base Salary (“IBS”)**: is the base compensation set by the University for a Faculty member’s appointment.
5. **Net Salary Savings (“NSS”)**: is the academic year salary of a participating PI or Co-PI, inclusive of fringe benefits, paid for by the grant during the academic year less the costs incurred by the University for substitute instructors.
6. **Principal Investigator (“PI”)**: is the individual responsible for the conduct of the Sponsored Program.
7. **Sponsor**: is the government agency, foundation, business, corporation, or private individual that takes on legal responsibility for the initiation, management, and/or financing of research pursuant to a Sponsored Program.
8. **Sponsored Program**: is a contract, grant, cooperative agreement, or other external funding that comes from a government agency, foundation, business, corporation, or private individual that typically requires the following:

- A Statement of Work and delivery of a product or service;
- The delivery of a program report that includes, but is not limited to results, data, findings, surveys, and financial information, which often provides a tangible benefit to the funder;
- Specific commitments regarding the levels of personnel efforts or University assets;
- Stipulations regarding data, publications or intellectual property such as inventions, patents, certain copyrights or licenses;
- A defined period of performance with effective start and end dates;
- Facilities and administrative costs or indirect cost funds; and
- Routing and approval of a proposal through the Office of Research and Sponsored Programs.

V. Policy Procedure

A. Distribution of Funds:

Faculty members eligible for RSIP will receive the incentive payment of sixty-five percent (65%) of their NSS. Faculty members may use up to fifty percent (50%) of this incentive payment for additional compensation during the academic year or summer. The remaining fifty percent (50%) must be allocated for research enhancement purposes such as post-doctoral fellow salary and benefits, graduate student stipends, equipment, travel, etc.

B. Procedure to Request Participation and Access Funds through RSIP:

To request an RSIP incentive payment for the previous academic year, the Faculty member must initiate a Request for Funds through Research Salary Incentive Program Distribution Request Form (the “Form”) and route it through their department head and dean for approval and signature. By signing the Form, the Faculty member’s department head and dean certify that RSIP eligibility requirements are met and that the request is consistent with the Faculty member’s written workload assignment.

The approved and signed Form should be forwarded to the Office of Sponsored Programs Finance Administration and Compliance (“SPFAC”) at spfacs@louisiana.edu by May 15 of each year. SPFAC shall retain all Forms and will calculate and transfer the appropriate amounts of RSIP incentive payments into the appropriate R6- accounts by July 1 of every fiscal year.

The RSIP incentive payment to a Faculty member shall not exceed sixty-five percent (65%) of their NSS generated; RSIP incentive payments shall not exceed twenty-five percent (25%) of the Faculty member’s IBS for the year in which the incentive payment is earned. All incentive payment disbursements through RSIP will include fringe benefits for the Faculty member.

Department Heads will be responsible for ensuring that Faculty Buy-Out is used appropriately.

VI. Enforcement

The VPR is responsible for enforcement of this Policy. Failure to comply with this Policy may result in sanctions which may include, but not be limited to, disciplinary action up to termination of employment,

as may be determined by the Provost and Vice President of Academic Affairs upon the recommendation of the VPR in consultation with the Office of Human Resources.

VII. Policy Management

Upon adoption, the Vice President for Research, Innovation, and Economic Development shall be the Responsible Executive for this Policy. The Assistant Vice President for Research, Innovation, and Economic Development shall be the Responsible Officer for the Policy. The Office of Vice President for Research, Innovation, and Economic Development is the Responsible Office for this Policy.

VIII. Exclusions

This Policy does not apply to Faculty working on or pursuant to consultant agreements, institutionally funded agreements, and on unfunded research.

IX. Effective Date

This Policy shall apply effective upon adoption.

X. Adoption

This Policy is hereby adopted on this 12/6/2022.

DocuSigned by:
Joseph Savoie
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Dr. E. Joseph Savoie
President

XI. Appendices, References, and Related Materials

- ✦ Appendix A: Research Salary Incentive Program (RSIP) Distribution Request Form
- ✦ [Faculty Workload Policy](#)
- ✦ [Indirect Cost Policy](#)
- ✦ [Compensation Limitations for Faculty Members and Unclassified Employees](#)

XII. Revision History

- ✦ Adoption of Research Salary Incentive Program Policy: 12/6/2022 (RE.004.1).