

SUBJECT: Financial Matters- Incentive to Write Proposal	Effective Date: July 1, 2011	Policy Number: 07-1-008
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Executive Director, Office of Sponsored Programs (OSP)	

I. Purpose and statement of operational policy underlying the procedure.

LeMoyné-Owen College recognizes the importance of funded programs and encourages faculty and staff to write proposal and secure outside funds to accomplish the following:

1. The college to grow.
2. Faculty and Staff to fulfill their desire of professional development and recognition.
3. Students to receive better education and varied experiences such research, research presentation and publication, travel and networking with professors of institutes of higher education to open up their chances to go to graduate and professional schools.

The policy as stated here helps to ensure that faculty and staff are:

1. encouraged to write fundable proposals,
2. provided adequate support to attract outside funding, and
3. appreciated for their efforts and receive some financial incentive for their time and effort invested to get the program funded.

II. Applicability/Scope

Applies to all faculty and staff members who wish to write or submit a proposal to secure external funding.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Executive Director of OSP	Office of Sponsored Programs will prepare Incentive requisitions according to the college policy at the request of P/ID	After the project is funded and implemented.

IV. Related policies/References for more information

Please see the attachment approved by the board of trustees of the College.

Authorizing Official: <u>M. I. Shafiq</u>	Authorization Date: <u>10/10/2011</u>
Title: <u>Executive Director, Office of Sponsored Programs</u>	

Grant Incentive Policy

1. Faculty and staff who write and are awarded grants are eligible for a grant incentive (if they are the principal investigator). Exceptions to this include members of the senior administration and staff whose primary responsibility is grant writing and development. In some cases, grant writers who continue with the grant as a major coordinator but who are not officially designated principal investigator may receive the incentive.
2. The grant incentive is calculated as 20% of the indirect cost or 2% of the total project if no indirect cost is involved. The maximum is \$7,500 for the total project. If the grant is for multiple years, the incentive will be paid in installments reflecting the funding cycles.
3. When grants include indirect costs, the following percentages from those funds will go to the academic division or the institutional division as follows if the calculated amounts are greater than \$5000:
 - 15% of the total indirect costs to be divided as follows.
 - 20% deposited into an endowed fund for the division
 - 80% to general divisional operating cost
4. Grant incentives will be paid 3 times a year as follows:
 - January 30th
 - May 30th
 - September 30th
5. The "Grant Incentive Form" must be completed and signed by both the supervisor and the principal investigator. Once the form is signed, it should be forwarded to the fiscal office for payment as noted above.

GRANT INCENTIVE FORM

Grant Name _____ Principal Investigator _____

Date Grant Awarded _____ Month Grant Begins _____

Funding Cycle of Grant _____ Indirect Cost Amount _____

Academic/Institutional Division _____

I certify that the above information is true and correct and that the Principal Investigator listed above is entitled to the grant incentive.

Principal Investigator

Supervisor

Date

Date