



**Office of the Provost & Vice President  
Faculty Research Incentive Program**

The purpose of the Faculty Research Incentive Program (FRIP) is to recognize and support recipients of external funds that enhance research, scholarship, service and creativity; promote best practices in teaching and learning; and implement other program improvements that advance the mission of the University. The FRIP serves as the mechanism by which the University can provide incentive payments to faculty who demonstrate increased effectiveness in securing extramural funding and contributing to the research, teaching and service mission of the University.

**Eligibility**

The following criteria must be met in order for an individual to be eligible to participate in the program:

- The participant must be a tenured, tenure-track or clinical faculty member supported by an externally-sponsored project(s). It is not necessary for the individual to be the PI on the award(s) in question.
- Recognizing that pedagogical faculty members do not have a portion of their base salary allocated for research activities, pedagogical faculty members may participate only in the teaching buyout incentive part of the program.
- The participant must have an approved workload assignment agreement for the academic year in question on file in their home department office. This document must clearly reflect the faculty member's teaching and other academic assignments.
- Individuals who receive supplemental pay for academic overload in the fall and/or spring semesters are not eligible to participate in the teaching buyout incentive part of the program for the semester in question.

**Incentive Payment Stipulations**

Incentive payments will be funded from the Western Kentucky University Research Foundation (WKURF). Incentive payments shall be contingent upon the faculty member's meeting the eligibility requirements and complying with the terms and conditions of the FRIP. The amount of the incentive payment shall be estimated prior to the beginning of the associated semester and reconciled to actual activity before a payment is issued. Incentive payments shall be initiated with the FRIP form and shall be paid in a lump sum payment after the end of the semester in which the buyout occurs. Payments shall be subject to applicable salary deductions and withholdings (e.g. FICA and federal taxes), will be reported to the IRS as gross salary, and will be issued in adherence to all prevailing laws and policies.



Office of the Provost & Vice President  
**Faculty Research Incentive Program**

**Terms and Conditions**

FRIP participants must comply with the following terms and conditions in order to receive incentive payments:

- The faculty member must fulfill all expectations for performance established through a written workload assignment for the academic year in question that is agreed upon in advance by the faculty member and department head in accordance with WKU policy 1.2090, "Faculty Workload Compensation."
- The faculty member must exhibit satisfactory performance in all assigned duties as determined by the department head, including sound fiscal and administrative management of all extramural funds for which he or she is Principal Investigator or Co-principal Investigator and completion of required reports (including time-and-effort reporting) in a timely manner.
- Incentive payment(s) are not considered as modifications to the faculty member's institutional base salary.
- Incentive payments can be earned only as a result of effort that is charged to external sources during the period of the base appointment. Faculty on twelve-month appointments may earn incentive pay only in respect of buyout of the amount of effort (typically eleven months) that is budgeted from internal sources; support of the remaining (e.g., twelfth month) of effort in accordance with WKU Policy 1.5121 is not eligible for support under the FRIP.
- All incentive payments under the FRIP shall be subject to the availability of financial resources for the FRIP and to any applicable State or Federal laws, regulations or policies.
- Participation in the FRIP shall be voluntary and shall not be mandated upon either the faculty member or WKU. Participation in the FRIP shall not be an entitlement but may be made available to eligible faculty members when both the University and the faculty member determine that it is in their mutual best interests to do so. Furthermore, the Provost's Office reserves the right to modify, suspend or terminate the FRIP or the participation of any faculty member at any time. No verbal commitment to participation or pay under the FRIP is binding upon WKU, and participation is conditioned upon approval with all required signatures.
- Modifications to any aspect of the FRIP may be implemented at any time, as determined by the Provost in consultation with the Vice President for Research. Such modifications may occur through amendment of this program or through written notice to the Deans of affected academic units.
- The Provost reserves the right to modify, suspend or terminate the FRIP or the participation of any faculty member at any time. No verbal commitment to participation or pay under the FRIP is binding upon WKU, and participation is conditioned upon approval with all required signatures.
- Final approval for an individual's participation in the FRIP shall be granted by the Provost and VPR.



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Faculty Research Incentive Program

**Incentive Pay Calculations**

**Research**

The amount of the research incentive payment shall be **forty percent** (40%) of the net salary savings to the pertinent funding source.

**Incentive Pay Calculation Example:** Dr. Jones' nine-month base salary is \$60,000. His annual workload assignment allocates 20% of his time to research activities. He is supported by a grant that pays for 10% of his time for the Spring semester to conduct research on a sponsored project and chooses to use this external support to pay for part of the time allocated to research activities. His other duties (e.g., teaching, service) are not affected.

The total amount of salary savings is  $10\% \times 0.5 \times \$60,000 = \$3,000$ . Dr. Jones will receive a \$1,200 incentive (40% of the net salary savings) from the WKURF after the end of the Spring semester, after completion of the required procedures.

Funds in the amount of the incentive payment (\$1,200) will be transferred from the department to an account in the Office of the Provost, to be used for campus-wide incentivization of research. The remaining salary savings (\$1,800) will be transferred from the department to an index in the college, to be used for college-wide incentivization of research.

**Teaching**

The amount of the teaching incentive payment shall be **twenty percent** (20%) of the net salary savings to the pertinent funding source.

**Incentive Pay Calculation Example:** Dr. Smith is a faculty member with a 9-month appointment carrying a base salary of \$75,000. She receives external funding to pay for 20% of her Fall semester salary to work on a sponsored project and chooses to negotiate with her department head to reduce her teaching workload accordingly. Her other workload (service, internally-funded research) are not affected.

The total amount of salary savings is  $20\% \times 0.5 \times \$75,000 = \$7,500$ .

The faculty member will receive a \$1,500 incentive (20% of the net salary savings) from the WKURF after the end of the Fall semester, after the effort has been duly reported to Grants and Contracts Accounting, after completion of the required procedures.

Funds in the amount of the incentive payment (\$1,500) will be transferred from the department to an account in the Office of the Provost, to be used for campus-wide incentivization of research. The department uses \$2,700 of the remaining salary savings to pay for an instructor to teach the course that would have been taught by Dr. Smith. The final salary savings ( $\$7,500 - \$1,500 - \$2,700 = \$3,300$ ) will be transferred from the department to an index in the college, to be used for college-wide incentivization of research.



Office of the Provost & Vice President  
Faculty Research Incentive Program

**Mixed Research/Teaching**

**Incentive Pay Calculation Example:** Dr. Brown's nine-month base salary is \$54,000. His annual workload assignment allocates 20% of his time to research activities. He is supported by a grant that pays for 25% of his time for the Spring semester to conduct research on a sponsored project. He decides to allocate 5% of the external support to research activities and the remaining 20% to reduce the teaching load by one course.

The total amount of salary savings is  $25\% \times 0.5 \times \$54,000 = \$6,750$ . Dr. Brown receives an incentive of  $40\% \times 5\% \times 0.5 \times \$54,000 = \$540$  for the research buyout, and an additional incentive of  $20\% \times 20\% \times 0.5 \times \$54,000 = \$1,080$  for the teaching buyout, for a total incentive of \$1,620, payable from the WKURF after the end of the Spring semester, after completion of the required procedures.

Funds in the amount of the incentive payment (\$1,620) will be transferred from the department to an account in the Office of the Provost, to be used for campus-wide incentivization of research. The department uses \$3,000 of the remaining salary savings to pay for a teaching overload by a tenure-eligible faculty member, to cover the course that would have been taught by Dr. Brown. The remaining salary savings (\$2,130) will be transferred from the department to an index in the college, to be used for college-wide incentivization of research.