

The Proposal Incentive Fund (PIF) encourages CEBS faculty and staff to develop and submit a high-quality external grant proposal (or contract) with a total project budget of \$1 million or more.

**Eligibility Criteria:**

- Principal Investigators/Project Directors (PI/PDs) must notify and work with the CEBS Assistant Director for Grant Development to develop the grant proposal and budget.
- Proposals must be submitted through the Office of Sponsored Programs in accordance with their submission requirements and timelines.
- The total project budget must be \$1 million or more.
- Proposals must be submitted to external sponsors in response to a competitive Request for Proposals (RFP) or open submission window.
- The quality of the proposal must be well-designed and adequately address the priorities of the funding agency with the possibility of being funded. Proposals must be original with limited generation by AI.
- The PIF program follows the fiscal year calendar (July 1 – June 30) and is contingent upon the availability of funds issued at the Dean's discretion.

**Incentive Guidelines:**

- The total incentive stipend for one proposal submission of \$1 million or more is \$4,800 (the equivalent amount to teaching a summer course).
- The incentive will be paid *after* successful submission of the proposal by OSP to an external sponsor.
- Faculty and/or staff receiving a PIF payment must be listed as PI/PD, Co-PI/PD, senior/key personnel, or must have made a significant contribution to the proposal writing process.
- The PI/PD is responsible for determining the share, or distribution amount, of the \$4,800 incentive to each proposal-writing team member. The distribution amounts must be emailed to [molly.swietek@wku.edu](mailto:molly.swietek@wku.edu).
- All individuals receiving PIF payments must be full-time WKU employees.
- CEBS PIF payments may not be made to faculty and/or staff from other WKU colleges or units, or to individuals outside the institution.

**Payment Implementation:**

- The PI/PD must email [molly.swietek@wku.edu](mailto:molly.swietek@wku.edu) to request the initiation of the PIF payment(s).
- PIF payments must be reviewed, approved, and processed by the CEBS Dean's office.
- PIF payments will be issued by the CEBS Budgets & Resources Manager via Form 16 as supplemental pay (SUP). The payment is considered "outside of effort" as outlined in the [WKU Faculty Workload & Compensation Policy](#).