

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Research and Scholarly Activity

BCOM Policy: B8551

TOPIC: Research Incentive Program

Approval Date: 5/22/2020  
Revised 5/12/2021  
Effective Date: 5/22/2020,  
5/12/21, 7/15/2021

Approved: Signature on File

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## **POLICY**

This policy applies to faculty and administrative staff who serve as principal investigator or coinvestigator of an extramural award that includes salary and fringe-benefits for the principal or co-investigator(s) (PI's) as an allowable expense. This policy does not apply to researchers, trainees, or staff who are hired to conduct work sponsored by the grant. Faculty and administrative staff submitting extramural grants are expected to request salary and fringe benefits in the award budget whenever such funds are allowed by the funding agency. The amount of salary requested will be based on the percent effort devoted to the funded work and the faculty or staff member's institutional base salary. Fringe benefits will be based on the College's rate. In order to ensure sufficient commitment to the extramural award, the College requires that the PI's devote a minimum of 5% effort to the funded project. Proposed extramural award salary budgets for any faculty or administrative staff member may not exceed the cumulative percentage of effort separately approved by the Dean for that faculty or administrative staff member.

Approved extramural award salary budgets will be used to fund the salary expense of the position of the PI's reported level of effort on the award to the extent that it is an allowable award expense. The institutional base salary of faculty or staff members will not change as a result of extramural award funding or activity. During the funding period, the College will ensure that the faculty or staff member is provided with protected time equal to the percent effort funded by the approved extramural project salary budget. Faculty or staff members receiving increases in base pay by the College after the grant is received may not realize an incentive increase if the salary support provided by the sponsor is based on the institutional base salary at the time of the award.

Salary savings are defined as the difference between the institutional base salary budgeted for the PI position and funds received by the College from extramural award sponsors for the PI salary. Fringe benefits are excluded from the calculation. Salary savings in excess of that approved by the Dean based upon the PI position's overall annual level of effort applied to research and scholarly activity are excluded from this calculation. The salary savings will be calculated and distributed at the end of each fiscal year, subject to limitations on active sponsored awards as follows:

- 25% of the salary savings will be budgeted in a grant performance incentive bonus fund. PI's will receive a bonus from this fund. The bonus will never be charged as an expense on any sponsored award.
- 25% of the salary savings will be budgeted to the home department of the faculty or administrative staff member to support research and creative scholarship.
- 20% of the salary savings will be budgeted to the Office of Research for enhancing research infrastructure.
- 30% of the salary savings will be budgeted to the Dean's discretionary fund.

## **RESPONSIBLE OFFICIAL(S):**

Dean, Vice President of Administration, Assistant Dean for Research

## **DEFINITION(S):**

Institutional Base Salary: the budgeted position salary of the PI