AUBURN UNIVERSITY
HARRISON SCHOOL OF PHARMACY

SCHOLARSHIP INCENTIVE PLAN

Preamble: In accordance with Auburn University Scholarship Incentive Policy, faculty members engaged in externally sponsored activity (research, outreach or service) are presumed to meet the needs of the University, Harrison School of Pharmacy (HSOP) and Department, and the related objectives of the sponsoring agency. The University/HSOP/Department provides the faculty members, other investigators, and facilities, whereas the sponsor provides funds for the activities. Because investigator effort is required for the conduct of extramurally-sponsored projects and because Auburn University's policy is to recover the full costs of conducting such projects, appropriate salary should be paid by the sponsor. Whenever HSOP faculty work on extramurally-sponsored projects and are paid from sponsored funds, HSOP funds budgeted for their salaries are released to be used for other purposes. It is prudent for HSOP to dedicate released funds in ways that enhance its academic activities.

Purpose: The purpose of this program is to recognize and reward 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 missions of HSOP. This program is the mechanism by which HSOP may provide financial incentives to faculty who are effective in securing extramural funding.

Requirements for participation:

1. To be eligible to participate in the program, the participant must be a full-time faculty member (e.g. tenured, tenure-track, or non-tenure clinical track) serving as an investigator (PI, co-PI, co-I) on an externally-sponsored project with at least a portion of the participant's institutional base salary budgeted from state appropriated funds or endowment earnings. Individuals who are split-funded from appropriate sources will be eligible to participate according to the portion of their salary supported by appropriate funds.
2. All participants must have achieved a rating of satisfactory or better in all assignments on their most recent Faculty Annual Review (FAR)
3. Eligible funds released when a faculty member's activity (teaching, research, outreach, or service) is supported by an extramural grant or contract may be used to provide an incentive in the form of a salary supplement to eligible faculty members. Eligible funds include general fund budget and endowment earnings. Federal appropriations are not considered a source of eligible funding for this program.
4. For individual grants to be eligible, the total cost of the work performed should be charged to the sponsor inclusive of proper facilities and administrative costs, thereby releasing budgeted funds. (Note that F&A rates set by law or formal written policy that are less than Auburn University's negotiated federal rate may be considered proper costs for the purposes of this program.)
5. An annual cumulative minimum total of at least $25,000 in eligible funding is required in order to participate in this program.
6. Funds from cost share accounts are ineligible.
7. In the case of a multi-investigator award, the share of salary savings that is allocated to units outside of HSOP will be subject to the policies of that unit. A Scholarship Incentive Program Distribution Agreement Worksheet must be completed in collaboration with the unit outside of the HSOP prior to project submission.
8. Distribution and Accountability:
   - Salary recovery will be divided among the faculty, associated department and dean's office. Typically, each share will be equal. However, the division of these funds is subject to negotiation prior to submission of the application that leads to funding.

- Deviations from the equal distribution of salary savings must be negotiated prior to submission of the application that generated the award. Moreover, a faculty member must negotiate the use of his/her share of salary savings prior to submission of the application of a grant/contract.
- Faculty investigator(s), department head(s), and dean(s) must agree to the negotiated agreement (documented on the Scholarship Incentive Program Distribution Agreement Worksheet) prior to project submission.
- The maximum amount that may be allocated as a salary enhancement may not exceed twenty percent (20%) of the faculty member's base salary and does not alter the base salary of that faculty member.
- The distribution of the salary incentive funds will be predicated on actual salary savings transferred.
- Funds available for distribution are based on "net" salary savings in the event that instructor/practitioner replacement costs are incurred in order for the faculty member to meet sponsor obligations.
- Eligible incentive funds will be distributed following the processes established by the Business Office.
- Eligible funds must remain in departmental accounts (not in faculty accounts).
- According to the School's policy, the share of salary savings funds (above the 20% SIP cap)that are allocated to the faculty member but not awarded for salary enhancement will remain in the faculty member's salary savings account and become discretionary.
- HSOP accounting department will monitor salary savings transfers to the HSOP from sponsored funds. The respective Department Head must sign off on annual salary incentive distributions.
- HSOP accounting must receive copies of all executed Scholarship Incentive Program Distribution Agreement Worksheets and the completed Faculty Incentive Program Individual Agreement following notification of funding from extramural sponsors.
- The salary savings funds actually transferred will be reconciled with the Scholarship Incentive Program Distribution Agreement established at the time of grant/contract submission.

9. Generally, salary savings (above the 20% SIP cap) must be used within three years of receipt. Carrying funds for longer periods are permissible for specified commitments with written permission from the respective Department Head.
10. Failure of the faculty member to fulfill requirements of the academic program, grant, contract or failure of the funding agency to pay the University will void the incentive.
11. The Dean (s) (or designee(s)), the Vice President for Research, and the Provost must approve each individual agreement for incentive salary via the "Faculty Incentive Program Individual Agreement".
12. HSOP will review this policy every three years.
13. This policy affects salary savings recovered during FY12 and after. For new proposals submitted after October 1, 2011, the Scholarship Incentive Program Distribution Agreement must be established prior to grant/contract submission. For proposals submitted and/or awarded prior to FY12, a Scholarship Incentive Program Distribution Agreement applicable to salary recovery during FY12 and after may be submitted by the faculty member for consideration by the Department Head and Dean (or designee), and must be approved required by the Dean, Vice President for Research and the Provost.