

Name of Policy: <u>College of Medicine & Life Sciences: Research Incentive Program</u>		 Revision date: 9/11/25 Original effective date: 7/1/97	
Policy Number: 3364-81-04-02-08			
Approving Officer: Dean of the College of Medicine and Life Sciences			
Responsible Agent: Assistant Dean for Administration and Finance			
Scope: University of Toledo College of Medicine and Life Sciences			
☐	New policy proposal	☒	Minor/technical revision of existing policy
☐	Major revision of existing policy	☐	Reaffirmation of existing policy

(A) Policy statement and purpose

The Research Incentive Program is intended to reward faculty and their departments for 1) the successful competition for extramural grants/contracts, and 2) for charging a significant fraction of their academic salaries and fringe benefits to these grant account(s). The general objectives of the incentive program are to enhance the research environment, promote the professional development of research scientists, and support the development of additional funded research projects.

(B) Procedure

Sponsored Projects Incentive awards to academic departments and eligible faculty will be paid from The University of Toledo College of Medicine & Life Sciences funds and will be consist of two components: 1) The departmental component is based on the total amount of Facilities & Administrative Cost (FAC) recovered from grants/contracts of eligible faculty with a primary appointment in an academic department. Indirect costs attributed to a specific department will be prorated based on the percent credit allocated to the investigator on the RSP100 cover sheet submitted with each grant application. 2) The individual incentive component is based on the amount of eligible faculty college salary and fringe benefits in excess of 25% charged to one or more restricted accounts for extramural grants/contracts. For the purposes of the departmental and individual faculty components, the term "Eligible Faculty" means tenured faculty or non-tenured faculty who are in a tenure-eligible track.

Sponsored Projects Incentives accrued in each quarter will be distributed no later than the end of the 2nd month of the following quarter. Allowability of expenditures from Sponsored Projects Incentive accounts is defined below and in accordance with The University of Toledo policy.

(C) Scope

This policy is for College of Medicine & Life Sciences faculty and their departments.

(D) Determination of Sponsored Projects Incentive Awards

(1) Departmental Component

The departmental component of the Sponsored Projects Incentive will be an amount equal to 20% of the Facilities and Administrative Costs recovered from extramural grants/contracts for which faculty members with their primary academic appointment in that department played a significant role, based on credit assigned on the RSP100 form, during the previous calendar quarter.

(2) Individual Faculty Component

The individual faculty component of the Sponsored Projects Incentive will be an amount based on the salary and fringe benefits, in excess of 25%, charged to one or more restricted accounts for extramural grants/contracts during the previous quarter. This component of the Sponsored Projects Incentive will be deposited in the Sponsored Projects Incentive account of the individual faculty member, subject to the availability of funds.

Percent of Salary & Fringe Covered by Grants	Incentive
26% - 40%	30% in excess of 25%
41% - 55%	50% in excess of 40%
56% +	60% in excess of 55%

The percent of salary covered by grants will be total University up to the current NIH cap. Faculty members will be ineligible for the individual component if the percent of salary and fringe benefits charged to grants/contracts is less than 95% of the individual's total committed research effort for new or competitively renewed grants/contracts with budget periods beginning on or after January 1, 2005.

The department chair may authorize faculty members to use a portion of their fiscal year annual individual incentive for a bonus to be paid the following fiscal year. Faculty bonuses are limited to the lesser of 15% of current salary or \$20,000.

(E) Appropriate Uses of Research Incentive funds

- Purchase of supplies, reagents or minor equipment required for research studies.
- Support of personnel engaged in research activities (e.g., technicians, graduate students, postdoctoral fellows).
- Page charges and publication costs for research publications in legitimate research journals (e.g., those with Thomson-Reuters impact factors).

- Registration fees, travel expenses and poster preparation charges for attendance at scientific meetings, approved in advance by the Department Chair, where the attendee is presenting their research findings or is acquiring new knowledge to further research work.
- Per diem charges for animals housed in DLAR.
- Charges for use of UT core laboratories.
- Approved contracts with outside providers of research services not readily available at UT.
- Other expenses related to collection of preliminary data for, or development of additional grant opportunities.
- Expenses associated with seminars or meetings aimed at fostering research knowledge and/or collaborations (excluding alcohol).
- Service contracts or repairs for research instruments.
- Other research expenses pre-approved by the Department Chair
- Bonuses only as described in the current UT COMLS research incentive policy, and pre-approved by the Department Chair and Sr. Associate Dean for Finance and Administration.

Prohibited expenses from Individual Accounts

- Alcoholic beverages
- Office furnishings, decorations and art work
- Salaries or stipends for secretarial support or other personal assistance
- Equipment primarily for clinical or educational use
- Meals, snacks, and room rental charges for social gatherings
- Personal electronic devices (cell phones, iPods) or computers not approved or purchased through the UT information technology department or without a clear purpose for research work
- Registration fees or travel expenses for attendance at clinical or educational meetings
- Tools and instruments without a clear research use

Grants/contracts for which extraordinary institutional cost-share has been specifically approved are ineligible for department and individual incentive.

In the event that a faculty member leaves The University of Toledo or retires, any Sponsored Project Incentive Awards accrued by that individual, but not yet distributed, prior to his/her termination or retirement date will be distributed to the Sponsored Projects Incentive account of the department in which that faculty member held his/her primary academic appointment. Similarly, any balance in the individual faculty member's Sponsored Projects Incentive account shall be transferred to the departmental Sponsored Projects Incentive account of the department of his/her primary appointment on the date of his/her termination or retirement.

Approved by: <u>/s/</u> _____ Imran I. Ali, M.D. Dean, College of Medicine & Life Sciences Vice Provost for Health Education <u>September 11, 2025</u> Date <i>Review/Revision Completed by: Assistant Dean for Administration and Finance Senior Associate Dean for Research</i>	Policies Superseded by This Policy: • <i>03-010 Research Incentive Program – College of Medicine</i> Initial effective date: 7/01/97 Review/Revision Date: 04/01/98 07/01/99 07/01/09 07/01/00 07/01/01 07/01/02 02/01/03 07/01/03 07/01/04 10/01/04 10/01/05 07/01/06 04/08/11 12/23/13 07/01/17 08/05/21 06/08/22 09/11/25 Next review date: 9/11/28 (three years from most recent revision/review date)
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