



BOV Policy #37 (2020) Research Incentive Award Policy

Policy Title:	Research Incentive Award Policy
Policy Type:	Board of Visitors
Policy Number:	BOV Policy #37 (2020)
Approval Date:	March 19, 2021
Responsible Office:	Graduate Studies and Research: Office of Sponsored Programs
Responsible Executive:	Provost and Vice President for Academic Affairs
Applies to:	Full-time faculty

POLICY STATEMENT

This policy establishes guidelines for faculty eligibility to receive a financial incentive for the role that they maintain in scholarly research activities, externally funded research, grants, projects, and contracts at Norfolk State University. Furthermore, this policy establishes an institutional expression of support for faculty engaged in the aforementioned activities. The University recognizes that employees may make extraordinary contributions to the University that are both related and unrelated to their primary work assignments. This policy should be read in conjunction with the University policy on contracts for Teaching Faculty and the policy on employment generally for Administrative and Professional Faculty (See section 5.1 “Faculty Hiring” of the University’s Teaching Faculty Handbook, June 8, 2018 edition), and the “Employment,” Administrative & Professional Faculty Handbook, January 1, 2002, pg. 11, et seq.) that defines the primary work assignments for teaching faculty, and administrative and professional faculty (exempt employees). The state of Virginia allows for bonuses that are not associated with an individual’s institutional base salary. A Research Incentive Award is considered a financial bonus. As such, this bonus would be allowed. This policy supersedes the Interim Policy #01 (2019) Supplemental Compensation.

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DEFINITIONS:

Research Incentive Award (RIA): Financial awards received for services related to external grants, projects, and contracts outside the normal scope of employment as defined as an employee’s full workload.

Teaching & Research (T&R) Faculty: Faculty members whose primary responsibilities include instruction, scholarly activity, advising and mentoring students, and university service or conducting research in an assigned academic unit in the University.

Administrative & Professional (A&P) Faculty: As defined by the Administrative and Professional Handbook approved by the NSU Board of Visitors.

CONTACTS:

The Provost and Vice President for Academic Affairs is responsible for the implementation of this policy, and obtaining approval for any revisions as required by [BOV Policy # 01 \(2014\) Creating and Maintaining Policies](#) through the appropriate governance structures. Questions regarding this policy should be directed to the Dean of the School of Graduate Studies and Research.

STAKEHOLDERS:

Full-time Teaching and Research Faculty, Administrative & Professional Faculty (as defined above).

RESEARCH INCENTIVE AWARD REQUIREMENTS UNDER SPONSORED PROGRAM ACTIVITY:

- A. Requirements for Research Incentive Award Eligibility:
 - 1. For T&R or A&P Faculty members to be eligible for RIA, they must successfully obtain external funding with an indirect cost component.
 - 2. Ten percent of indirect costs recovered from a grant or project will be paid to the principal investigator. Five percent will be given directly to the PI as incentive award and 5% will go the PIs lab/project.
 - 3. In the case of collaborative efforts, incentive awards will be calculated from the indirect costs recovered by NSU only.



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4. When a project has multiple investigators, the incentive award will be divided according to percent effort on project.
 5. When funding ceases, RIAs associated with the activity will also terminate.
 6. RIAs will be distributed in a lump sum each year based on the preceding grant year, to be awarded within 30 days of the grant award anniversary.
 7. The Office of Sponsored Programs in conjunction with the Office of Grants, Contracts, and Accounting, will administer the RIA program and mediate issues that may arise concerning the program.
- B. This policy supersedes and replaces any other university policies and processes in conflict with this policy.
- C. This policy shall be applicable to grants awarded after the effective date of the policy. Grants awarded before the effective date of this policy shall be governed by the policy in effect at the time of the award.

EDUCATION AND COMPLIANCE:

A. TRAINING

Training for this policy is intended to educate faculty and administrators that will have a role in administering this policy or to be recipients of the financial awards specified in this policy.

1. NSU employees who manage, administer, operate, or design IT systems, must receive role-based security training that is commensurate with their involvement.
2. As necessary, the Office of Sponsored Programs with the assistance of other administrative units such as Human Resources and/or the Division of Finance and Administration will educate and train all stakeholders and appropriate audiences on the policy's content using virtual or face to face engagements.

B. POLICY COMPLIANCE AND VIOLATIONS:

1. The Office of Sponsored Programs assesses and measures compliance with the RIA policy through the review of grant submissions and related documentation as well as administrative processes that include audits and financial reviews.
2. Violations of this policy will be addressed in accordance any relevant federal, NSU and Commonwealth of Virginia policies.



**BOV Policy #37 (2020) Research Incentive Award Policy
PUBLICATION:**

This Policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval.
- Submit the policy for inclusion in the online Policy Library within 14 days of approval.
- Post the policy on the appropriate website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

REVIEW SCHEDULE:

- Next Scheduled Review: March 2024
- Approval by, date: Board of Visitors, March 19, 2021
- Revision History: [Interim Policy #01 \(2019\) Supplemental Compensation, June 22, 2020; December 11, 2020](#)
- Supersedes: [Teaching Faculty Handbook; Administrative and Professional Faculty Handbook; Administrative Policy 38-03 – Faculty & Staff Supplemental Compensation; Interim Policy #01 \(2019\) Supplemental Compensation.](#)

RELATED DOCUMENTS:

1. TBD

FORMS:

1. TBD